

**Records Destruction Information of
Electrical and Mechanical Services Department in 2023**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	55.48	<ul style="list-style-type: none"> • Administration • Accommodation and Facilities • Procurement and Supplies • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	91.98	<ul style="list-style-type: none"> • Documents Relating to Contract Administration • Documents Relating to System, Equipment, Supply, Inspection, Investigation, Licensing, Repair, Maintenance, Installation and Modification • Records Relating to Project Matters
Total	147.46	

For enquiries concerning the above destruction information, please approach Electrical and Mechanical Services Department at info@emsd.gov.hk.