

## Records Destruction Information of Water Supplies Department in 2023

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	166.76	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> <li>• Human Resources</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	478.71	<ul style="list-style-type: none"> <li>• Operational records on customer services functions</li> <li>• Operational records on management of water catchments, waterworks installations and water supply and distribution system</li> <li>• Operational records on water supply applications</li> <li>• Project records (maintenance)</li> </ul>
<b>Total</b>	<b>645.47</b>	

*For enquiries concerning the above destruction information, please approach Water Supplies Department at [wsdinfo@wsd.gov.hk](mailto:wsdinfo@wsd.gov.hk).*