

Records Destruction Information of Architectural Services Department in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	90.00	<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	341.10	<ul style="list-style-type: none"> • Records relating to Departmental Core Services • Finalized contract documents and drawings
Total	431.10	

For enquiries concerning the above destruction information, please approach Architectural Services Department at archsd@archsd.gov.hk.