

## Records Destruction Information of Civil Aid Service in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	7.10	<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	82.76	<ul style="list-style-type: none"> <li>• Operation and exercises arrangements</li> <li>• Training arrangements and materials</li> </ul>
<b>Total</b>	<b>89.86</b>	

*For enquiries concerning the above destruction information, please approach Civil Aid Service at [caseng@cas.gov.hk](mailto:caseng@cas.gov.hk).*