

Records Destruction Information of Civil Service Bureau in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	81.40	<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	113.03	<ul style="list-style-type: none"> • Administration • Files Relating to Sectional Administration / Training Statistics • Files Relating to Training Policies / Plans • Human Resource Management • Records Relating to Training and Development of General Grades Staff • Quartering Administration
Total	194.43	

For enquiries concerning the above destruction information, please approach Civil Service Bureau at csbts@csb.gov.hk.