

Records Destruction Information of Highways Department in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	180.32	<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	933.78	<ul style="list-style-type: none"> • Case Files Relating to Contravention of Excavation Permit Conditions • Dimension Books • Files for Public Lighting Projects • Files relating to Capital Works Services • Files relating to Public Development Works • Files relating to Research and Development • Files relating to Technical Administration • Programme files relating to district except records relating to slope works and structures • Records relating to Excavation permit • Records relating to Highways Department (HyD) term contracts and consultancy contracts • Records relating to slope works • Records relating to works programmes, studies and projects • Works Order
Total	1 114.10	

For enquiries concerning the above destruction information, please approach Highways Department at eo.a.adm@hyd.gov.hk.