

Records Destruction Information of Civil Aid Service in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	17.75	<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	3.96	<ul style="list-style-type: none"> • Operations and Exercises Arrangements • Training Arrangements and Materials
Total	21.71	

For enquiries concerning the above destruction information, please approach Civil Aid Service at casenq@cas.gov.hk.