

## Records Destruction Information of Civil Service Bureau in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	51.47	<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	66.99	<ul style="list-style-type: none"> <li>• Complaint Records</li> <li>• Translation Services</li> <li>• Quartering Administration</li> <li>• Human Resource Management</li> </ul>
<b>Total</b>	<b>118.46</b>	

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