

## Records Destruction Information of Electrical and Mechanical Services Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	206.63	<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	276.41	<ul style="list-style-type: none"> <li>• Documents Relating to System, Equipment, Supply, Inspection, Investigation, Licensing, Repair, Maintenance, Installation and Modification</li> <li>• Records relating to Project Matters</li> <li>• Documents Relating to Contract Administration</li> <li>• Documents Relating to Building Energy</li> <li>• Records relating to Government Quarters</li> </ul>
<b>Total</b>	<b>483.04</b>	

*For enquiries concerning the above destruction information, please approach Electrical and Mechanical Services Department at [info@emsd.gov.hk](mailto:info@emsd.gov.hk).*