

Records Destruction Information of Highways Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	19.76	<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	526.61	<ul style="list-style-type: none"> • Case Files relating to Contravention of Excavation Permit Conditions • Dimension Books • Files relating to Capital Works Services • Files relating to Public Development Works • Files relating to Research and Development • Files relating to Surveying • Files relating to Surveying Technical Administration • Files relating to Technical Administration • Records relating to design, construction and maintenance of works projects • Records relating to Highways Department term contracts and consultancy contracts • Records relating to the Operation of Maintenance Accounts & Quantity Surveying Unit • Works Order
Total	546.37	

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