

## Records Destruction Information of Legal Aid Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	18.21	<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	845.47	<ul style="list-style-type: none"> <li>• Cases</li> <li>• Registers</li> <li>• Reports</li> </ul>
<b>Total</b>	<b>863.69*</b>	

*\*There is a slight discrepancy between the sum of individual items and the total due to rounding of figures.*

*For enquiries concerning the above destruction information, please approach Legal Aid Department at [ladinfo@lad.gov.hk](mailto:ladinfo@lad.gov.hk).*