

## Records Destruction Information of Department of Health in 2023

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	106.82	<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	2 883.46	<ul style="list-style-type: none"> <li>• Application Forms for Medical and Dental Treatment</li> <li>• Centralised Organ Donation Register</li> <li>• Child Assessment Service</li> <li>• Child Health Service</li> <li>• Dental Services</li> <li>• Disease Prevention</li> <li>• Drug Safety</li> <li>• Family Health Service</li> <li>• Family Planning Service</li> <li>• Genetic Screening Services</li> <li>• Health Clearance Service</li> <li>• Laboratory Services</li> <li>• Maternal Health Service</li> <li>• Methadone Treatment Programme</li> <li>• Professional Development and Quality Assurance Service</li> <li>• Radiation Licensing Service</li> <li>• Radiation Monitoring Services</li> <li>• Regulation of Chinese Medicines</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> <li>• Regulation of Private Healthcare Facilities</li> <li>• Request Forms for Laboratory Tests</li> <li>• Routine Records relating to Laundry Service</li> <li>• Routine Records relating to Patient Attendance</li> <li>• Routine Records relating to Prescription</li> <li>• Routine Records relating to Receipt Forms</li> <li>• Routine Records relating to Repair Service</li> <li>• School Immunisation Service</li> <li>• Social Hygiene Service</li> <li>• Special Preventive Programme</li> <li>• Student Health Service</li> <li>• Tuberculosis and Chest Service</li> <li>• Woman Health Service</li> </ul>
<b>Total</b>	<b>2 990.28</b>	

*For enquiries concerning the above destruction information, please approach Department of Health at [enquiries@dh.gov.hk](mailto:enquiries@dh.gov.hk).*