

**Records Destruction Information of
Working Family and Student Financial Assistance Agency in 2023**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	21.26	<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	2 143.61	<ul style="list-style-type: none"> • Application Case Files relating to Caring and Sharing Scheme • Routine files relating to the operation of The Working Family Allowance Scheme • Application files relating to The Working Family Allowance Scheme • Application files relating to The Individual-based Work Incentive Transport Subsidy Scheme • Records relating to applications for investigation • Miscellaneous Reports relating to Application for School Textbook Assistance Scheme, Student Travel Subsidy Scheme and Subsidy Scheme for Internet Access Charges • School Files, Cases Records and Unsent Letters Relating to the Applications for the Kindergarten and Child Care Centre Fee Remission Scheme

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Case Files Relating to Application by Scheme (Financial Assistance Schemes for Primary and Secondary Students) • Case Files Relating to Application by Family (Financial Assistance Schemes for Primary and Secondary Students) • Case files relating to Application for Financial Assistance Scheme for Post-secondary Students (Post-secondary Student Section (Application Processing Registry)) • Application Forms for the Non-means-tested Loan Scheme for Full-time Tertiary Students • Application Forms and related correspondence for the Non-means-tested Loan Scheme for Post-secondary Students • Revenue and account payable files relating to Non-means-tested Loan Scheme for Post-secondary Students • Computer system files relating to Non-means-tested Loan Scheme for Post-secondary Students • Correspondence files relating to Non-means-tested Loan Scheme for Post-secondary Students • Enquiries and complaints files relating to Non-means-tested Loan Scheme for Post-secondary Students • Application files relating to Non-means-tested Loan Scheme for Post-secondary Students – Other Arrangement • Publication files relating to Non-means-tested Loan Scheme for Post-secondary Students

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Internal computer system files relating to Non-means-tested Loan Scheme for Post-secondary Students • Files Relating to Automatic Offsetting Non-means-tested Loan Schemes (NLS) Loan Using Continuing Education Fund (CEF) Reimbursement (Direct Reimbursement) • Demand Note Stubs • Computer Reports relating to Student Loan Accounts • Files relating to Student Loan Accounts • Files relating to Student Grants and Loans • Records relating to Financial Assistance Scheme for Post-secondary Students (FASP) and Non-means-tested Loan Scheme for Post-secondary Students (NLS) Repayment (Financial Assistance for Post-secondary Students Section) • Records relating to Tertiary Student Finance Scheme – Publicly –funded programmes (TSFS) • Files relating to Authentication Team Home Visit Reports • Records relating to Continuing Education Fund Application for Account Opening and Reimbursement (Office of the Continuing Education Fund) • Files relating to the operation of Continuing Education Fund • Files relating to Scholarships • Application Files for Tertiary Student Finance Scheme – Publicly –funded programmes (TSFS)

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> Records relating to Bank Search Exercise
Total	2 164.87	

For enquiries concerning the above destruction information, please approach Working Family and Student Financial Assistance Agency at wg_sfo@wfsfaa.gov.hk.