

**Records Destruction Information of
Department of Health in 2015**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	44.52	<ul style="list-style-type: none"> • Administration • Accommodation and Facilities • Finance and Accounting • Human Resources • Management of Information, Information Services and Information Technology
Programme Records	1,451.94	<ul style="list-style-type: none"> • Application Forms for Medical and Dental Treatment • Cervical Screening Service • Child Assessment Service • Child Health Service • Dental Service • Disease Prevention • Drug Safety • Elderly Health Service • Family Planning Service • Health Clearance Service • Health Manpower Survey • Health Promotion • Health Statistics Survey • Maternal Health Service • Professional Development and Quality Assurance • Radiation Licensing Service • Student Health Service • Training and Development • Tuberculosis and Chest Service

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Records relating to Waiver of Medical Charges • Request Forms for Laboratory Tests • Routine Records relating to Prescription • Routine Records relating to Receipt Forms • Routine Records relating to Laundry Service • Routine Records relating to Patient Attendance
Total	1,496.46	

For enquiries concerning the above destruction information, please approach Department of Health at enquiries@dh.gov.hk.