

## Records Destruction Information of Social Welfare Department in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	162.49	<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	2,138.96	<ul style="list-style-type: none"> <li>• Family and Child Welfare</li> <li>• Social Security</li> <li>• Services for The Elderly</li> <li>• Rehabilitation and Medical Social Services</li> <li>• Services for Offenders</li> <li>• Young People</li> <li>• Non-Governmental Organizations Services</li> <li>• Social Work Training Matters</li> <li>• Clinical Psychological Services</li> </ul>
<b>Total</b>	<b>2,301.45</b>	

*For enquiries concerning the above destruction information, please approach Social Welfare Department at [asg2@swd.gov.hk](mailto:asg2@swd.gov.hk).*