

Records Destruction Information of Working Family and Student Financial Assistance Agency in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	40.64	<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	2,290.32	<ul style="list-style-type: none"> • Notifications to applicants, application result reports to institutions, validation / error reports, statistical reports, closed records of applicants and data input forms • Payment reports of financial assistance to the Treasury • Daily operation records of the Local Student Finance Scheme (LSFS), Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS), Non-means-tested Loan Scheme (NLS), Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT) and Joint Funding Scheme (JFS) • Payment transaction records of financial assistance under the LSFS, TSFS, NLS and JFS • Maintenance and enhancement to the Student Financial Assistance Management System (SFAMS) • System Administration –SFAMS

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Status Reports • New Student Loan System • System Administration – Continuing Education Fund System (CEFS) • System Administration – Financial Assistance Scheme for Post-secondary Students • Applications relating to Sir Edward Youde Memorial Awards • Files relating to Sir Edward Youde Memorial Prizes for Secondary School Students • Records relating to applications for the Boarding (Day) School Allowance Scheme (Overseas Education Allowance) • Records relating to applications for the Government Matriculation Maintenance Grant • Records relating to applications for the Continuing Education Fund (Office of the Continuing Education Fund) • Records relating to the Continuing Education Fund Reimbursement (Office of the Continuing Education Fund) • Application files for the Tertiary Student Finance Scheme – Publicly-funded Programmes • Records relating to applications for the Student Financial Assistance Scheme (Undertaking of Repayment of Loan – Approved Post-secondary College) • Financial records relating to the LSFS, NLS and the JSF of the United Kingdom/Hong Kong Governments • Application forms for the NLSFT • Case files relating to applications for the Financial Assistance Scheme for

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<p>Post-secondary Students (Post-secondary Student Section)</p> <ul style="list-style-type: none"> • Miscellaneous computer print-outs relating to applications (Financial Assistance Schemes for Primary and Secondary Students) • Case files relating to applications by family (Financial Assistance Schemes for Primary and Secondary Students) • System records relating to loan repayment (Tertiary Student Finance Scheme – Publicly-funded Programmes and Non-means-tested Loan Scheme) (Student Loan Unit) • Case records relating to the Pre-primary Education Voucher Scheme • Payment records relating to the Kindergarten and Child Care Centre Fee Remission Scheme • Correspondences with other Bureaux/ Departments relating to the Kindergarten and Child Care Centre Fee Remission Scheme • School files, cases records and unsent letters relating to the applications for the Kindergarten and Child Care Centre Fee Remission Scheme • Special and appeal cases and payment of the Kindergarten and Child Care Centre Fee Remission Scheme
Total	2,330.96	

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