

## Records Destruction Information of Department of Health in 2016

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	177.62	<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	1,238.51	<ul style="list-style-type: none"> <li>• Animal Experiment Licence</li> <li>• Application Forms for Medical and Dental Treatment</li> <li>• Cervical Screening Service</li> <li>• Child Assessment Service</li> <li>• Child Health Service</li> <li>• Dental Service</li> <li>• Disease Prevention</li> <li>• Drug Safety</li> <li>• Family Planning Service</li> <li>• Health Clearance service</li> <li>• Health Manpower Survey</li> <li>• Health Promotion</li> <li>• Health Statistics Survey</li> <li>• Maternal Health Service</li> <li>• Public Health Service</li> <li>• Radiation Licensing Service</li> <li>• Regulation of Private Healthcare Facilities</li> <li>• Special Preventive Programme</li> <li>• Student Health Service</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> <li>• Tuberculosis and Chest Service</li> <li>• Records relating to Waiver of Medical Charges</li> <li>• Request Forms for Laboratory Tests</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> </ul>
<b>Total</b>	<b>1,416.13</b>	

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