

Records Destruction Information of Working Family and Student Financial Assistance Agency in 2016

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	84.80	<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	1,585.23	<ul style="list-style-type: none"> • Application Files for the Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) • User Requests for Computer Systems • Programme Checkout Request Forms • Files Relating to Routine Matters regarding Individual Project of Computer Systems for Student Financial Assistance Agency (Information Technology Management Unit) • Records Relating to Applications for Government Matriculation Maintenance Grant • Files Relating to Sir Edward Youde Memorial Prizes for Secondary School Students • Files Relating to Sir Edward Youde Memorial Medals Scheme • Routine Files Relating to the Operation of the Sir Edward Youde Memorial Fund • Case Records Relating to the Pre-primary Education Voucher Scheme • School Files, Cases Records and Unsent

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		<p>Letters Relating to the Applications for the Kindergarten and Child Care Centre Fee Remission Scheme</p> <ul style="list-style-type: none"> • System Records Relating to Loan Repayment • Obsolete Demand Note Stubs • Records Relating to Loan Repayment • Files Relating to Authentication Team Home Visit Report • Notifications to Applicants, Application Result Reports to Institutions, Validation 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), 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 • Application Files Relating to Non-means-tested Loan Scheme for Post-secondary Students – Normal Cases (Non-means-tested Loan Scheme Section) • Application Files Relating to Non-means-tested Loan Scheme for Post-secondary Students – Other Arrangement (Non-means-tested Loan Scheme Section) • Revenue and Account Payable Files Relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested

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		<p>Loan Scheme Section)</p> <ul style="list-style-type: none"> • Correspondence Files Relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Application Forms for the Non-means-tested Loan Scheme for Post-secondary Students • Computer Logs Relating to Continuing Education Fund Payment • Correspondence with Other Sections / Departments Relating to Continuing Education Fund Disbursement • Files Relating to Continuing Education Fund Payment Processing • Reports on Continuing Education Fund Disbursement • Correspondence with Other Parties Relating to Continuing Education Fund • Records Relating to Continuing Education Fund Enquiries • Files Relating to Continuing Education Fund Authentication • Correspondence and Reports Relating to Continuing Education Fund Applications • System Related Records on Continuing Education Fund Application • Files Relating to Continuing Education Fund Data Preparation • Files Relating to Validity Period of Continuing Education Fund Account • Case File Relating to Application for Financial Assistance Scheme for Post-secondary Students • Files Relating to Financial Assistance Scheme

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		<p>for Post-secondary Students and Non-means-tested Loan Scheme for Post-secondary Students Payment</p> <ul style="list-style-type: none"> • Files Relating to the Accounting Arrangement for Scholarships and Loan Funds • Demand Notes Relating to Fee and Refund of Grants • Miscellaneous Computer Print-outs Relating to Applications (Financial Assistance Schemes for Primary and Secondary Students) • Case Files Relating to Applications by Scheme (Financial Assistance Schemes for Primary and Secondary Students)
Total	1,670.03	

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.