

## Records Destruction Information of Labour Department in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	88.72	<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	1,085.53	<ul style="list-style-type: none"> <li>• Employment Information, Vacancy and Recruitment</li> <li>• Employment Programmes including Employment Programme for the Middle-aged, Work Trial Scheme, Pilot Employment Navigator Programme and Youth Employment and Training Programme</li> <li>• Labour Relations and Employment Claims</li> <li>• Employees' Injury Cases</li> <li>• Occupational Safety and Health</li> <li>• Work Incentive Transport Subsidy Scheme</li> <li>• Labour Inspection and Investigation</li> <li>• Registration of Trade Unions</li> <li>• External Liaison</li> </ul>
<b>Total</b>	<b>1,174.25</b>	

*For enquiries concerning the above destruction information, please approach Labour Department at [enquiry@labour.gov.hk](mailto:enquiry@labour.gov.hk).*