

**Records Destruction Information of  
Working Family and Student Financial Assistance Agency in 2017**

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	44.54	<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	2,120.22	<ul style="list-style-type: none"> <li>• User Requests for Computer Systems</li> <li>• Files Relating to Routine Matters regarding Individual Project of Computer Systems for Student Financial Assistance Agency (Information Technology Management Unit)</li> <li>• Files Relating to Applications for University of Birmingham Hong Kong Postgraduate Scholarships</li> <li>• Files Relating to Applications for Boarding (Day) School Allowance Scheme (Overseas Education Allowance)</li> <li>• Files Relating to Sir Edward Youde Memorial Fellowships for Postgraduate Research Students</li> <li>• Files Relating to Sir Edward Youde Memorial Medals</li> <li>• Files Relating to Sir Edward Youde Memorial Prizes for Senior Secondary School Students</li> <li>• Files Relating to Sir Edward Youde Memorial Awards for Disabled Students</li> </ul>

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		<ul style="list-style-type: none"> <li>• Routine Files Relating to the Operation of the Sir Edward Youde Memorial Fund</li> <li>• Files Relating to the Mainland Bursary Scheme</li> <li>• Case Files Relating to Application for Financial Assistance Scheme for Post-secondary Students (Post-secondary Student Section (Application Processing Registry))</li> <li>• Records Relating to Application for Student Financial Assistance Scheme (Undertaking of Repayment of Loan- Approved Post-secondary College)</li> <li>• Files Relating to the Accounting Arrangement for Scholarships and Loan Funds</li> <li>• Files Relating to Kindergarten and Child-care Centre Fee Remission Scheme</li> <li>• Demand Notes Relating to Fee and Refund of Grants</li> <li>• Files Relating to Extended Non-means-tested Loan Scheme (Payment Unit) (Non-means-tested Loan Scheme Section)</li> <li>• Application Forms for the Non-means-tested Loan Scheme for Post-secondary Students</li> <li>• Application Files Relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section)</li> <li>• Correspondence Files Relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section)</li> <li>• Application Files Relating to Non-means-tested Loan Scheme for</li> </ul>

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		<p>Post-secondary Students – Other Arrangement (Non-means-tested Loan Scheme Section)</p> <ul style="list-style-type: none"> <li>• Revenue and Account Payable Files Relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section)</li> <li>• Enquiries and Special Cases Relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section)</li> <li>• Case Files Relating to Application by Scheme (Financial Assistance Schemes for Primary and Secondary Students)</li> <li>• Case Files Relating to Application by Family (Financial Assistance Schemes for Primary and Secondary Students)</li> <li>• School Files, Cases Records and Unsent Letters Relating to the Applications for the Kindergarten and Child Care Centre Fee Remission Scheme</li> <li>• System Records Relating to Loan Repayment</li> <li>• Records Relating to Loan Repayment</li> <li>• Application Files for Tertiary Student Finance Scheme- Publicly-funded Programmes</li> <li>• Computer Logs Relating to Continuing Education Fund's payment</li> <li>• Correspondence with Other Sections / Departments Relating to Continuing Education Fund's disbursement</li> <li>• Files Relating to Continuing Education Fund's Payment Processing</li> <li>• Reports on Continuing Education Fund's Disbursement</li> <li>• Records Relating to Continuing Education</li> </ul>

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		Fund's Enquiries <ul style="list-style-type: none"> <li>• Files Relating to Continuing Education Fund's Authentication</li> <li>• Correspondence and Reports Relating to Continuing Education Fund's Applications</li> <li>• Files Relating to Continuing Education Fund's Data Preparation</li> <li>• Records Relating to Continuing Education Fund's Reimbursement</li> </ul>
<b>Total</b>	<b>2,164.76</b>	

*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](mailto:wg_sfo@wfsfaa.gov.hk).*