

Records Destruction Information of Department of Health in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	473.14	<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	2,669.53	<ul style="list-style-type: none"> • Application Forms for Medical and Dental Treatment • Centralised Organ Donation Registration • Cervical Screening Service • Child Assessment Service • Child Health Service • Dental Service • Disease Prevention • Drug Safety • Elderly Health Service • Family Planning Service • Health Manpower Survey • Health Promotion • Health Statistics Survey • Maternal Health Service • Methadone Treatment Programme • Professional Development and Quality Assurance • Public Health Service • Radiation Licensing Service

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Regulation of Private Healthcare Facilities • Special Preventive Programme • Student Health Service • Tuberculosis and Chest Service • Undesirable Medical Advertisements • Woman Health Service • Records relating to Pathology Services • Records relating to Waiver of Medical Charges • Request Forms for Laboratory Tests • Routine Records relating to Laundry Service • Routine Records relating to Patient Attendance • Routine Records relating to Prescription • Routine Records relating to Receipt Forms • Routine Records relating to Repair Service
Total	3,142.67	

For enquiries concerning the above destruction information, please approach Department of Health at enquiries@dh.gov.hk.