

Records Destruction Information of Labour Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	88.95	<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	1,236.60	<ul style="list-style-type: none"> • Employment information, vacancy and recruitment • Employment programmes including Employment Programme for the Middle-aged, Work Trial Scheme, Pilot Employment Navigator Programme, Youth Career Advisory and Employment Support Services • Labour relations and employment claims • Overseas Employment Service • Employees' injury cases • Occupational safety and health • Work Incentive Transport Subsidy Scheme • Labour inspection and investigation • External liaison
Total	1,325.55	

For enquiries concerning the above destruction information, please approach Labour Department at enquiry@labour.gov.hk.