

## Records Destruction Information of Social Welfare Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	243.64	<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	1,829.48	<ul style="list-style-type: none"> <li>• Family and Child Welfare</li> <li>• Social Security</li> <li>• Services for The Elderly</li> <li>• Rehabilitation and Medical Social Services</li> <li>• Services for Offenders</li> <li>• Youth Services</li> <li>• Non-Governmental Organisations Matters</li> <li>• Clinical Psychological Services</li> </ul>
<b>Total</b>	<b>2,073.12</b>	

*For enquiries concerning the above destruction information, please approach Social Welfare Department at [asg2@swd.gov.hk](mailto:asg2@swd.gov.hk).*