

**Records Destruction Information of
Working Family and Student Financial Assistance Agency in 2018**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	67.30	<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	2,080.98	<ul style="list-style-type: none"> • Records relating to applications for investigation • Obsolete demand note stubs • Records relating to loan repayment • System records relating to loan repayment • Application Files for Tertiary Student Finance Scheme – Publicly –funded programmes (TSFS) • Statistical reports on Continuing Education Fund disbursement • Records relating to applications for Continuing Education Fund Reimbursement • Computer Logs relating to Continuing Education Fund Payment • Files relating to Continuing Education Fund Payment Processing • Files relating to Continuing Education Fund’s Authentication • Files relating to Continuing Education Fund Application

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		<ul style="list-style-type: none"> • System related records on Continuing Education Fund application • Files relating to Continuing Education Fund Data Preparation • Correspondence and reports relating to Continuing Education Fund applications • Files relating to Web Page of the Continuing Education Fund • Records relating to Continuing Education Fund enquiries • Files relating to Validity Period of the Continuing Education Fund account • Notification to applicants, application result reports to institutions, validation/ error reports, statistical reports, closed records of applicants and data input forms • Payment reports of financial assistance to Treasury • Daily operation records of the Local Student Finance Scheme (LSFS), Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS), Non-means Tested Loan Scheme (NLS), Non-means-tested Loan Scheme for Full-time Tertiary Students(NLSFT) and Joint Funding Scheme (JFS) • Payment transaction records of financial assistance under the LSFS and/ or TSFS, the NLS and/ or NLSFT and JFS • Files relating to the Accounting Arrangement of the Subsidy Schemes • Files relating to Authentication Team Home Visit Reports • Case Files relating to Pre-primary Education

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		<p>Voucher Scheme</p> <ul style="list-style-type: none"> • Case Files relating to Application by Scheme (Financial Assistance Schemes for Primary and Secondary Students) • Case Files relating to Application by Family (Financial Assistance Schemes for Primary and Secondary Students) • School files, case records and unsent letters relating to the applications for the Kindergarten and Child Care Centre Fee Remission Scheme • Miscellaneous Reports relating to Application for School Textbook Assistance Scheme, Student Travel Subsidy Scheme and Subsidy Scheme for Internet Access Charges • Application Forms for the Non-means-tested Loan Scheme for Full-time Tertiary Students • Application Forms and related correspondence for the Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Application files relating to Non-means-tested Loan Scheme for Post-secondary Students – Other Arrangement (Non-means-tested Loan Scheme Section) • Revenue and Account Payable Files Relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Enquiries and special cases relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Case files relating to Application for Financial

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		Assistance Scheme for Post-secondary Students (Post-secondary Student Section (Application Processing Registry))
Total	2,148.28	

For enquiries concerning the above destruction information, please approach the Working Family and Student Financial Assistance Agency at wg_sfo@wfsfaa.gov.hk (Student Finance Office) or gr_wfao@wfsfaa.gov.hk (Working Family Allowance Office).