

**Records Destruction Information of
Working Family and Student Financial Assistance Agency in 2019**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	31.11	<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	2 135.77	<ul style="list-style-type: none"> • 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 • Files relating to Continuing Education Fund Data Preparation • Public Enquiries relating to the Continuing Education Fund • Files relating to Validity Period of the Continuing Education Fund account • Correspondence on Continuing Education Fund Disbursement with Other Session/

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		<p>Bureaux and Departments (Office of the Continuing Education Fund)</p> <ul style="list-style-type: none"> • Correspondence with Other Parties relating to the Continuing Education Fund • Records relating to the Continuing Education Fund Application Required for Follow-up Actions • Treasury Records relating to the Continuing Education Fund Disbursement • Problem Logs for Computer Systems • Program Checkout Request Form • 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) • Miscellaneous Reports relating to Application for School Textbook Assistance Scheme, Student Travel Subsidy Scheme and Subsidy Scheme for Internet Access Charges • Application Files for Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS) • Obsolete Demand Note Stubs • Records relating to Loan Repayment • System Records relating to Loan Repayment • Files relating to Agricultural Products Scholarship Fund and Marine Fish Scholarship Fund • Files relating to Charles Frankland Moore Award • Files relating to Sir Edward Youde Memorial Fellowships/Scholarships

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		<ul style="list-style-type: none"> • Files relating to Sir Edward Youde Memorial Fellowship/Scholarship for Disabled Students • Files relating to Sir Edward Youde Memorial Medals • Files relating to Sir Edward Youde Memorial Prizes for Secondary School Students • Files relating to the Operation of Sir Edward Youde Memorial Fund • Files relating to the University of Birmingham Hong Kong Postgraduate Scholarships • Files relating to the Operation of Various Scholarship Schemes • Files relating to the Inactive Scholarship Schemes • Files relating to Applications for Boarding (Day) School Allowance Scheme (Overseas Education Allowance) • Files relating to Overseas Education Allowance • Application files relating to 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 • Application files relating to Non-means-tested Loan Scheme for Post-secondary Students – Other Arrangement • Revenue and Account Payable Files Relating to Non-means-tested Loan Scheme for Post-secondary Students • Case files relating to Application for Financial Assistance Scheme for Post-secondary Students (Post-secondary Student Section (Application Processing Registry))

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files relating to the Accounting Arrangement of the Subsidy Schemes • Files relating to Authentication Team Home Visit Reports
Total	2 166.88	

For enquiries concerning the above destruction information, please approach the Working Family and Student Financial Assistance Agency at wg_sfo@wfsfaa.gov.hk.