

Records Destruction Information of Department of Health in 2020

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	184.03	<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	2 511.81	<ul style="list-style-type: none"> • Animal Experiment Licence • Application Forms for Medical and Dental Treatment • Cervical Screening Service • Child Assessment Service • Child Health Service • Dental Services • Disease Prevention • Drug Safety • Family Planning Service • Genetic Screening Services • Health Manpower Survey • Health Statistics Survey • Maternal Health Service • Professional Development and Quality Assurance Service • Radiation Licensing Service • Records relating to Waiver of Medical Charges • Regulation of Private Healthcare Facilities

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • 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 • Social Hygiene Service • Special Preventive Programme • Student Health Service • Tobacco Enforcement and Smoking Cessation Service • Tuberculosis and Chest Service • Undesirable Medical Advertisements • Woman Health Service
Total	2 695.84	

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