

Records Destruction Information of Labour Department in 2020

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	27.15	<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	1 276.06	<ul style="list-style-type: none"> • Employment information, vacancy and recruitment • Employment programmes and services, including Employment Programme for the Middle-aged, Work Trial Scheme, Pilot Employment Navigator Programme, employment services provided to persons with disabilities, youth career advisory services and other employment support services • Labour relations and employment claims • Overseas employment service • Employees' injury cases • Certificates, inspection reports and registration documents relating to boilers and pressure vessels • Occupational safety and health • Work Incentive Transport Subsidy Scheme • Registration of trade unions • Employment Agencies
Total	1 303.21	

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