

**Records Destruction Information of  
Working Family and Student Financial Assistance Agency in 2020**

<b>Records Type</b>	<b>Quantity of paper records approved for destruction (linear metre)</b>	<b>Contents / Subject Matters</b>
Administrative Records	8.32	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Human Resources</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	1 376.85	<ul style="list-style-type: none"> <li>• Records relating to applications for investigation</li> <li>• Case files relating to Application for Financial Assistance Scheme for Post-secondary Students (Post-secondary Student Section (Application Processing Registry))</li> <li>• Application Files for Tertiary Student Finance Scheme – Publicly –funded programmes (TSFS)</li> <li>• Miscellaneous Reports relating to Application for School Textbook Assistance Scheme, Student Travel Subsidy Scheme and Subsidy Scheme for Internet Access Charges</li> <li>• Case Files relating to Application by Family (Financial Assistance Schemes for Primary and Secondary Students)</li> <li>• Records relating to Continuing Education Fund Application (Office of the Continuing Education Fund)</li> <li>• Demand Note Stubs</li> <li>• Computer Reports relating to Student Loan Accounts</li> <li>• Files relating to Student Loan Accounts</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> <li>• Application Forms for the Non-means-tested Loan Scheme for Full-time Tertiary Students</li> <li>• Application Forms and related correspondences for the Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section)</li> <li>• Application files relating to Non-means-tested Loan Scheme for Post-secondary Students – Other Arrangement (Non-means-tested Loan Scheme Section)</li> <li>• Files relating to the University of Birmingham Hong Kong Postgraduate Scholarships</li> <li>• Files relating to Applications for Boarding (Day) School Allowance Scheme (Overseas Education Allowance)</li> <li>• Files relating to Charles Frankland Moore Award</li> <li>• Files relating to Education Scholarships Fund</li> <li>• Files relating to Agricultural Products Scholarship Fund and Marine Fish Scholarship Fund</li> <li>• Files relating to Sir Edward Youde Memorial Fellowships/Scholarships for Overseas Studies</li> <li>• Files relating to Sir Edward Youde Memorial Fellowships/Scholarships</li> <li>• Files relating to Sir Edward Youde Memorial Awards for Disabled Students</li> <li>• Files relating to Sir Edward Youde Memorial Medals</li> <li>• Files relating to the Operation of Sir Edward Youde Memorial Fund</li> <li>• Files relating to Sir Edward Youde Memorial Prizes for Senior Secondary School Students</li> <li>• Demand notes relating to fee and refund of</li> </ul>

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		grants <ul style="list-style-type: none"> <li>• Files relating to the Accounting Arrangement of the Subsidy Schemes</li> <li>• Files relating to the accounting arrangement for Scholarships and Loan Funds</li> <li>• Files relating to Authentication Team Home Visit Reports</li> </ul>
<b>Total</b>	<b>1 385.17</b>	

*For enquiries concerning the above destruction information, please approach the Working Family and Student Financial Assistance Agency at [wg\\_sfo@wfsfaa.gov.hk](mailto:wg_sfo@wfsfaa.gov.hk).*