

Records Destruction Information of Department of Health in 2021

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	394.79	<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	1 824.83	<ul style="list-style-type: none"> • Application Forms for Medical and Dental Treatment • Centralised Organ Donation Registration • Cervical Screening Service • Child Assessment Service • Child Health Service • Dental Services • Disease Prevention • Drug Safety • Family Health Service • Family Planning Service • Health Clearance Service • Health Promotion • Health Statistics Survey • Maternal Health Service • Methadone Treatment Programme • Professional Development and Quality Assurance Service • Radiation Licensing Service • Records relating to Waiver of Medical Charges

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Regulation of Chinese Medicines • Regulation of Private Healthcare Facilities • 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 • School Immunisation Service • Social Hygiene Service • Student Health Service • Tobacco Enforcement and Smoking Cessation Service • Tuberculosis and Chest Service • Vaccination Programme • Woman Health Service
Total	2 219.63*	

**There is a slight discrepancy between the sum of individual items and the total due to rounding of figures.*

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