

**Records Destruction Information of
Working Family and Student Financial Assistance Agency in 2021**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	79.02	<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	2 057.77	<ul style="list-style-type: none"> • Demand Note Stubs • Computer Reports Relating To Student Loan Accounts • Files Relating To Student Loan Accounts • Case files relating to Application for Financial Assistance Scheme for Post-secondary Students (Post-secondary Student Section (Application Processing Registry)) • Miscellaneous Reports relating to Application for School Textbook Assistance Scheme, Student Travel Subsidy Scheme and Subsidy Scheme for Internet Access Charges • School Files, Cases Records and Unsent Letters Relating to the Applications for the Kindergarten and Child Care Centre Fee Remission Scheme • Case Files Relating to Application by Scheme (Financial Assistance Schemes for Primary and Secondary Students) • Case Files Relating to Application by Family

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		<p>(Financial Assistance Schemes for Primary and Secondary Students)</p> <ul style="list-style-type: none"> • Files relating to the Tertiary Student Finance Scheme – Publicly –funded programmes (TSFS) • Application Files for Tertiary Student Finance Scheme – Publicly –funded programmes (TSFS) • Files relating to Bank Search Exercise • Records relating to applications for investigation • Application files relating to The Working Family Allowance Scheme • Application Forms and related correspondence for the Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Application files relating to Non-means-tested Loan Scheme for Post-secondary Students - Normal Cases (Non-means-tested Loan Scheme Section) • Application files relating to Non-means-tested Loan Scheme for Post-secondary Students – Other Arrangement (Non-means-tested Loan Scheme Section) • Publication files relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Revenue and account payable files relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Computer system files relating to Non-means-tested Loan Scheme for Post-secondary

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		<p>Students (Non-means-tested Loan Scheme Section)</p> <ul style="list-style-type: none"> • Audit files relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Enquiries and complaints files relating to Non-means-tested Loan Scheme for Post-secondary Students (Non-means-tested Loan Scheme Section) • Files Relating to Automatic Offsetting Non-means-tested Loan Schemes (NLS) Loan Using Continuing Education Fund (CEF) Reimbursement (Direct Reimbursement) • Records relating to Continuing Education Fund Application for Account Opening and Reimbursement (Office of the Continuing Education Fund) • Files relating to the operation of Continuing Education Fund • Notification to applicants, application result reports to institutions, validation/ error reports, statistical reports, closed records of applicants and data input forms • Payment reports of financial assistance to Treasury • Daily operation records of the Local Student Finance Scheme (LSFS), Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS), Non-means Tested Loan Scheme (NLS), Non-means-tested Loan Scheme for Full-time Tertiary Students(NLSFT) and Joint Funding Scheme (JFS) • Payment transaction records of financial

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		assistance under the LSFS and/ or TSFS, the NLS and/ or NLSFT and JFS <ul style="list-style-type: none"> • Files relating to Authentication Team Home Visit Reports
Total	2 136.79	

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