

## Records Destruction Information of Department of Health in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	166.32	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> <li>• Human Resources</li> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	3 057.37	<ul style="list-style-type: none"> <li>• Animal Experiment Licence</li> <li>• Application Forms for Medical and Dental Treatment</li> <li>• Centralised Organ Donation Register</li> <li>• Child Assessment Service</li> <li>• Child Health Service</li> <li>• Dental Services</li> <li>• Disease Prevention</li> <li>• Drug Safety</li> <li>• Elderly Health Service</li> <li>• Family Planning Service</li> <li>• Genetic Screening Services</li> <li>• Health Clearance Service</li> <li>• Health Promotion</li> <li>• Health Statistics Survey</li> <li>• Laboratory Services</li> <li>• Maternal Health Service</li> <li>• Methadone Treatment Programme</li> <li>• Professional Development and Quality Assurance Service</li> <li>• Radiation Monitoring Services</li> </ul>

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		<ul style="list-style-type: none"> <li>• Regulation of Chinese Medicines</li> <li>• Regulation of Private Healthcare Facilities</li> <li>• Request Forms for Laboratory Tests</li> <li>• Routine Records relating to Laundry Service</li> <li>• Routine Records relating to Patient Attendance</li> <li>• Routine records relating to Prescription</li> <li>• Routine Records relating to Receipt forms</li> <li>• Routine Records relating to Repair Service</li> <li>• School Immunisation Service</li> <li>• Social Hygiene Service</li> <li>• Special Preventive Programme</li> <li>• Student Health Service</li> <li>• Tobacco Enforcement and Smoking Cessation Service</li> <li>• Training and Development</li> <li>• Tuberculosis and Chest Service</li> <li>• Vaccination Programme</li> </ul>
<b>Total</b>	<b>3 223.68*</b>	

*\*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](mailto:enquiries@dh.gov.hk).*