

Records Destruction Information of Labour Department in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	98.40	<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	1 544.91	<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 • Employees' injury cases • Occupational safety and health • Work Incentive Transport Subsidy Scheme • Employment Agencies • Registration of trade unions • External liaison • Statistics, surveys and reports on labour matters
Total	1 643.30*	

**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 Labour Department at enquiry@labour.gov.hk.