

**Records Destruction Information of
Working Family and Student Financial Assistance Agency in 2022**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	49.62	<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	1 842.99	<ul style="list-style-type: none"> • Application Case Files relating to Caring and Sharing Scheme • Case files relating to Application for Financial Assistance Scheme for Post-secondary Students (Post-secondary Student Section (Application Processing Registry)) • Files relating to the Financial Assistance Scheme for Post-secondary Students (FASP) • Application Files for Tertiary Student Finance Scheme – Publicly –funded programmes (TSFS) • Demand Note Stubs • Computer Reports relating to Student Loan Accounts • Files relating to Student Loan Accounts • Files relating to Student Grants and Loans • 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

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		<p>Education Fund</p> <ul style="list-style-type: none"> • 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 (Financial Assistance Schemes for Primary and Secondary Students) • Application Forms for the Non-means-tested Loan Scheme for Full-time Tertiary Students • Application Files relating to Non-means-tested Loan Scheme for Full-time Tertiary Students • Application Forms and related correspondence for the Non-means-tested Loan Scheme for Post-secondary Students • Application files relating to Non-means-tested Loan Scheme for Post-secondary Students - Normal Cases • Correspondence files relating to Non-means-tested Loan Scheme for Post-secondary Students • Enquiries and complaints files relating to Non-means-tested Loan Scheme for Post-secondary Students • Revenue and account payable files relating to Non-means-tested Loan Scheme for Post-secondary Students

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		<ul style="list-style-type: none"> • Application files relating to Non-means-tested Loan Scheme for Post-secondary Students – Other Arrangement • Records relating to Applications for Overseas Education Allowance • Files relating to Sir Edward Youde Memorial Fund • Files relating to Scholarships • Files relating to Scholarships - Administration for Scholarships Schemes • Files relating to ENLS • Payment Records relating to ENLS • Application files relating to The Working Family Allowance Scheme • Application files relating to The Individual-based Work Incentive Transport Subsidy Scheme
Total	1 892.61	

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