

Records Destruction Information of Labour Department in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	80.70	<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	1 490.98	<ul style="list-style-type: none"> • Employment information, vacancy and recruitment • Employment programmes and services, including Youth Employment and Training Programme, Youth Employment Start and other employment support services • Labour relations and employment claims • Employees' injury cases • Occupational safety and health • Reimbursement of Maternity Leave Pay Scheme • Work Incentive Transport Subsidy Scheme • Employment Agencies • Staff training matters • Miscellaneous matters concerning prosecution • Case files relating to minor employment claims • Documents relating to the Protection of Wages on Insolvency Fund
Total	1 571.68	

For enquiries concerning the above destruction information, please approach Labour Department at enquiry@labour.gov.hk.