

Records Destruction Information of Working Family and Student Financial Assistance Agency in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	86.83	<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	1 937.76	<ul style="list-style-type: none"> • Application files relating to The Working Family Allowance Scheme • Application files relating to The Individual-based Work Incentive Transport Subsidy Scheme • Programme Records Relating to School Textbook Assistance Scheme / Student Travel Subsidy Scheme / Scheme for Internet Access Charges / Examination Fee Remission Scheme / Household Application Processing • Miscellaneous Reports Relating to School Textbook Assistance Scheme / Student Travel Subsidy Scheme / Subsidy Scheme for Internet Access Charges / Examination Fee Remission Scheme / Household Application Processing • Case Files Relating to Application by Family (Financial Assistance Schemes for Primary and Secondary Students)

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Case Files Relating to Application by Scheme (Financial Assistance Schemes for Primary and Secondary Students) • Case Records Relating to Pre-primary Education Voucher Scheme • School Files, Cases Records and Unsent Letters Relating to the Applications for the Kindergarten and Child Care Centre Fee Remission Scheme • Payment Records Relating To Kindergarten and Child Care Centre Fee Remission Scheme • Application Forms for the Non-means-tested Loan Scheme for Full-time Tertiary Students • Files Relating to Application Processing of the Non-means-tested Loan Scheme for Full-time Students of Publicly-funded Post-secondary Programmes • Application Files Relating to Non-means-tested Loan Scheme for Post-secondary Students • Application Forms for Non-means-tested Loan Scheme for Post-secondary Students • Files Relating to Application Processing of the Extended Non-means-tested Loan Scheme • Records Relating to Applications for Tertiary Student Finance Scheme – Publicly-funded Programmes (TSFS) and Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT) • 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 Designated Evening Adult

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<p>Education Courses (FAEAEC) and Project Yi Jin (PYJ) / Diploma Yi Jin (DYJ) / Diploma of Applied Education (DAE)</p> <ul style="list-style-type: none"> • Application Files for Tertiary Student Finance Scheme – Publicly – funded programmes (TSFS) • Demand Note Stubs • Files relating to Student Loan Accounts • Computer Reports relating to Student Loan Accounts • Files relating to student grants and loans • Files relating to Authentication Team Home Visit Reports • Application for Continuing Education Fund Reimbursement (Office of the Continuing Education Fund) • Records relating to Continuing Education Fund Application (Office of the Continuing Education Fund) • Files relating to Scholarships
Total	2 024.59	

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