

Records Destruction Information of Department of Health in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	486.93	<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	2 985.17	<ul style="list-style-type: none"> • Application Forms for Medical and Dental Treatment • Centralised Organ Donation Register • Child Assessment Service • Child Health Service • Dental Services • Disease Prevention • Drug Safety • Elderly Health Care Voucher Scheme • Elderly Health Service • Family Planning Service • Health Clearance Service • Health Manpower Survey • Health Promotion • Health Statistics Survey • Maternal Health Service • Methadone Treatment Programme • Professional Development and Quality Assurance Service • Radiation Licensing Service

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Records relating to Pathology Services • Records relating to Waiver of Medical Charges • Regulation of Private Healthcare Facilities • Request Forms for Laboratory Tests • Routine Records relating to Laundry Service • Routine Records relating to Patient Attendance • Routine Records relating to Prescription • Routine Records relating to Receipt Forms • Routine Records relating to Repair Service • School Immunisation Service • Social Hygiene Service • Special Preventive Programme • Student Health Service • Tobacco Enforcement and Smoking Cessation Service • Training and Development • Tuberculosis and Chest Service • Vaccination Programme • Woman Health Service
Total	3 472.10	

For enquiries concerning the above destruction information, please approach Department of Health at enquiries@dh.gov.hk.