

Records Destruction Information of Labour Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	84.03	<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	1 066.03	<ul style="list-style-type: none"> • Documents relating to prosecution • Case files relating to minor employment claims • The implementation of Statutory Minimum Wage • External liaison • Statistics, surveys and reports on labour matters • Employment Agencies • Work Incentive Transport Subsidy Scheme • Labour relations and employment claim • Documents relating to the Protection of Wages on Insolvency Fund • Registration of trade unions • Documents relating to Clinical Consultation and Physical Examination • Records of injured persons • Employment information, vacancy and recruitment • Employment programmes and services, including Youth Employment and Training Programme, Youth Employment Start,

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		employment services provided to persons with disabilities, and other employment support services <ul style="list-style-type: none"> • Occupational safety and health • Employees' injury and compensation cases
Total	1 150.05*	

**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.