

Records Destruction Information of Social Welfare Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	222.49	<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	2 891.28	<ul style="list-style-type: none"> • Family and Child Welfare • Social Security • Services for The Elderly • Rehabilitation and Medical Social Services • Services for Offenders • Youth Services • Non-Governmental Organisations Matters • Clinical Psychological Services
Total	3 113.76*	

**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 Social Welfare Department at admeng@swd.gov.hk.