

**Records Destruction Information of
Working Family and Student Financial Assistance Agency in 2025**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	41.87	<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	2 686.20	<ul style="list-style-type: none"> • Files relating to The Working Family Allowance Scheme • Routine files relating to the operation of the Working Family Allowance Scheme • Application files relating to The Working Family Allowance Scheme • Application files relating to The Individual-based Work Incentive Transport Subsidy Scheme • Routine files relating to the operation of The Individual-based Work Incentive Transport Subsidy Scheme • Records relating to applications for investigation • 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

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Records relating to loan and indemnifier (IDM) -related applications under the Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS) and Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT) • Files relating to Scholarships • Files Relating to Student Loan Accounts • Demand Note Stubs • Computer Reports Relating to Student Loan Accounts • Payment Records relating to ENLS (Payment Unit) • Records relating to the Local Student Finance Scheme (LSFS) and/or Tertiary Student Finance Scheme - Publicly - funded Programmes (TSFS), the Non-means Tested Loan Scheme (NLS) and/or the Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT), Financial Assistance Scheme for Post-secondary Students (FASP), Non-means-tested Loan Scheme for Post-secondary Students (NLSPS), Student Travel Subsidy for Tertiary or Post-secondary Students (TSTS), and the United Kingdom / Hong Kong Government Joint Funding Scheme (JFS) • Files relating to Authentication Team Home Visit Reports • Files relating to Payment and Accounting Arrangement of Financial Assistance Schemes for Pre-primary, primary and secondary students • Files relating to Recovery of Overpaid Financial Assistances for Pre-primary, Primary and Secondary Students

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		<ul style="list-style-type: none"> • Files relating to the accounting arrangement for Other Scholarships & Grant (Payment, Recovery and Authentication Section) • Files relating to the Accounting Arrangement of the Scholarships and Loan Funds • Files Relating to the Applications of the Extended Non-means-tested Loan Scheme (ENLS) • Application Forms for the Non-means-tested Loan Scheme for Full-time Tertiary Students • 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 Automatic Offsetting Non-means-tested Loan Schemes (NLS) Loan Using Continuing Education Fund (CEF) Reimbursement (Direct Reimbursement) • Application Files for Tertiary Student Finance Scheme – Publicly – funded programmes (TSFS) • 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 Education Courses (FAEAEC) and Project Yi Jin (PYJ) / Diploma Yi Jin (DYJ) / Diploma of Applied Education (DAE) • Files relating to Financial Assistance Scheme for Post-secondary Students (FASP)

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		<ul style="list-style-type: none"> • Files relating to Public Enquiries and Complaints (Office of the Continuing Education Fund) • Files relating to Authentication (Office of the Continuing Education Fund) • Files relating to Continuing Education Fund Courses and Examination (Office of the Continuing Education Fund) • Records relating to Computer Logs (Payment) (Office of the Continuing Education Fund) • Files relating to Correspondence on Continuing Education Fund Disbursement with Other Session / Bureaux and Departments (Office of the Continuing Education Fund) • Files relating to Correspondence with Other Parties (Office of the Continuing Education Fund) • Reports of Continuing Education Fund Statistics (Office of the Continuing Education Fund) • Files relating to Computer System (Application) (Office of the Continuing Education Fund) • Files relating to Data Preparation (Office of the Continuing Education Fund) • Records relating to Continuing Education Fund Application (Office of the Continuing Education Fund) • Files relating to Continuing Education Fund Application Processing (Office of the Continuing Education Fund) • Files relating to Routine Matters regarding Individual Project of Computer Systems for Student Financial Assistance Agency (Information Technology Management Unit)

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Records relating to Problem Logs for Computer Systems • Payment Records Relating to Kindergarten and Child Care Centre Fee Remission Scheme • Correspondence with EDB relating to Changes of Kindergarten and Child Care Centre Fee Remission Scheme • School Files, Cases Records and Unsent Letters Relating to the Applications for the Kindergarten and Child Care Centre Fee Remission Scheme • Correspondence with SWD & miscellaneous documents relating to the Kindergarten and Child Care Centre Fee Remission Scheme • Special and Appeal Cases, Overpayment / Underpayment and Payment of Kindergarten and Child Care Centre Fee Remission Scheme • Case Records Relating to Pre-primary Education Voucher Scheme • Case Files Relating to Application by Scheme (Financial Assistance Schemes for Primary and Secondary Students) • Case Files Relating to Application by Family (Financial Assistance Schemes for Primary and Secondary Students) • Records Relating to Kindergarten and Child Care Centre Fee Remission Scheme and Pre-primary Education Voucher Scheme
Total	2 728.06*	

**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 Working Family and Student Financial Assistance Agency at wg_sfo@wfsfaa.gov.hk.