

## Records Destruction Information of Inland Revenue Department in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	10.16	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Accommodation and Facilities</li> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> <li>• Human Resources</li> </ul>
Programme Records	5,660.57	<ul style="list-style-type: none"> <li>• Records relating to complaints</li> <li>• Records relating to production orders</li> <li>• Records relating to individuals tax files</li> <li>• Records relating to profits tax matters</li> <li>• Records relating to objections and appeals</li> <li>• Records relating to the Document Processing Centre</li> <li>• Records relating to the Enquiry Service Centre</li> <li>• Records relating to the Property Tax Section</li> <li>• Records relating to Enforcement Section, Stamp Office and Collection Management Section</li> </ul>
<b>Total</b>	<b>5,670.73</b>	

*For enquiries concerning the above destruction information, please approach Inland Revenue Department at [taxinfo@ird.gov.hk](mailto:taxinfo@ird.gov.hk).*