

Records Destruction Information of Trade and Industry Department in 2015

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	52.13	<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	2,293.53	<ul style="list-style-type: none"> • Air Import Manifest • Air Export Manifest • Air Import Cargo Lists (On-board Courier) (OBC) • Air Export Cargo Lists (On-board Courier) (OBC) • Land Import Manifest (Lorry) • Land Export Manifest (Lorry) • Sea Import Manifest (Vessel) • Sea Export Manifest (Vessel) • Sea Import Manifest (Craft) • Sea Export Manifest (Craft) • Import/Export License Application Form (Strategic Commodities) • Consignment Check Reports on Strategic Commodities • Applications for Small and Medium Enterprises (SME) Export Marketing Fund Scheme • Textiles Notifications and Textiles Licences

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files relating to Hong Kong Service Supplier (HKSS) Certificate Applications • Files relating to Applications and Issuance of Certificates of Origin • Files relating to Factory Registration and Outward Processing Arrangement Registration • Files relating to Pre-classification for Strategic Commodities • Files relating to Comment on Land Matters • Files relating to Business Facilities • Files relating to Miscellaneous Matters on Industries Liaison • Files relating to Business Visits • Records relating to Comprehensive Licence (Textiles) • Records relating to Textiles • Records relating to Textiles Trader Registration Scheme • Records relating to Certificate of Hong Kong Origin - Mainland and Hong Kong Closer Economic Partnership Arrangement [CO(CEPA)] Statistical and Management Information • Records relating to Surveillance Measures and Consignment Check
Total	2,345.66	

For enquiries concerning the above destruction information, please approach Trade and Industry Department at enquiry@tid.gov.hk.