

**Records Destruction Information of
Commerce and Economic Development Bureau in 2016**

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	61.52	<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	3.95	<ul style="list-style-type: none"> • Files Relating to Import and Export, Strategic Commodities and Reserved Commodities • Correspondences and Invitations between Tourism Related Organisations • Records on Preparation of Visits, Events and Publicity Programmes Related to Tourism
Total	65.47	

For enquiries concerning the above destruction information, please approach Commerce and Economic Development Bureau at citbenq@cedb.gov.hk (Commerce, Industry and Tourism Branch) or ccibenq@cedb.gov.hk (Communications and Creative Industries Branch).