

## Records Destruction Information of Intellectual Property Department in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	93.66	<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> <li>• Management of Information, Information Services and Information Technology</li> </ul>
Programme Records	577.34	<ul style="list-style-type: none"> <li>• Concluded Trade Marks and Designs Case Files</li> <li>• Trade Marks and Patents Documents in respect of which a copy has been stored in electronic form</li> </ul>
<b>Total</b>	<b>671.00</b>	

*For enquiries concerning the above destruction information, please approach Intellectual Property Department at [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk).*