

## Records Destruction Information of Inland Revenue Department in 2017

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	25.07	<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	10,546.22	<ul style="list-style-type: none"> <li>• Records Relating to Document Processing Centre</li> <li>• Records Relating to the Property Tax Section</li> <li>• Records Relating to the Computer Section</li> <li>• Records Relating to the Enquiry Service Centre</li> <li>• Records Relating to the Special Support Section</li> <li>• Records Relating to Profits Tax Matters</li> <li>• Records Relating to Individuals Tax Files</li> <li>• Records Relating to Collection Management Section</li> <li>• Records Relating to Enforcement Section</li> <li>• Records Relating to Inspection Section</li> <li>• Records Relating to Stamp Office</li> <li>• Records Relating to Business Registration Office</li> <li>• Records Relating to Field Audit and Investigation</li> <li>• Records Relating to Internal Audit</li> </ul>

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> <li>• Records Relating to Production Orders</li> <li>• Records Relating to Complaints</li> <li>• Records Relating to Objections and Appeals</li> </ul>
<b>Total</b>	<b>10,571.29</b>	

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