

## Records Destruction Information of Trade and Industry Department in 2018

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	36.61	<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	1,119.92	<ul style="list-style-type: none"> <li>• Air Import Manifest</li> <li>• Air Export Manifest</li> <li>• Air Import Cargo Lists (On-board Courier) (OBC)</li> <li>• Air Export Cargo Lists (On-board Courier) (OBC)</li> <li>• Land Import Manifest (Lorry)</li> <li>• Land Export Manifest (Lorry)</li> <li>• Sea Import Manifest (Vessel)</li> <li>• Sea Export Manifest (Vessel)</li> <li>• Sea Import Manifest (Craft)</li> <li>• Sea Export Manifest (Craft)</li> <li>• Files Relating to Hong Kong Service Supplier (HKSS) Certificate Applications</li> <li>• Import/Export License Application Form (Strategic Commodities)</li> <li>• Consignment Check Reports on Strategic Commodities</li> <li>• Files Relating to Pre-classification for Strategic Commodities</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 Textiles Trader Registration Scheme</li> <li>• Records Relating to Reserved Commodities</li> <li>• Import and Export Licences for Reserved Commodities</li> <li>• Files Relating to Enquiries on Classification of Textile Product</li> <li>• Files relating to Factory Registration and Outward Processing Arrangement Registration</li> <li>• Files Relating to Applications and Issuance of Certificates of Origin</li> </ul>
<b>Total</b>	<b>1,156.53</b>	

*For enquiries concerning the above destruction information, please approach Trade and Industry Department at [enquiry@tid.gov.hk](mailto:enquiry@tid.gov.hk).*