

Records Destruction Information of Trade and Industry Department in 2019

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	86.14	<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	1 184.58	<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) • Files Relating to Hong Kong Service Supplier (HKSS) Certificate Applications • Records Relating to Certificate of Hong Kong Origin – Mainland and Hong Kong Closer Economic Partnership Arrangement [CO(CEPA)] Statistical and Management Information • Import/Export License Application Form

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<p>(Strategic Commodities)</p> <ul style="list-style-type: none"> • Consignment Check Reports on Strategic Commodities • Files Relating to Pre-classification for Strategic Commodities • Records Relating to Surveillance Measures and Consignment Check • Records Relating to Textiles Trader Registration Scheme • Textiles Notifications and Textiles Licences • Files Relating to Enquiries on Classification of Textile Product • Records Relating to Powdered Formula Licensing • Records Relating to Production Notification • Files Relating to Certification Reports • Files Relating to Factory Registration and Outward Processing Arrangement Registration • Files Relating to Applications and Issuance of Certificates of Origin • Applications for Small and Medium Enterprises (SME) Export Marketing Fund Scheme • Files Relating to Comments on Public Utilities to Other Agencies • Files Relating to Miscellaneous Topics of Asia & Americas (Commercial Relations) Branch before 1999
Total	1 270.72	

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