

## Records Destruction Information of Customs and Excise Department in 2021

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	35.85	<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	1 079.56	<ul style="list-style-type: none"> <li>• Cargo Clearance</li> <li>• Trade Controls</li> <li>• Investigation</li> </ul>
<b>Total</b>	<b>1 115.41</b>	

*For enquiries concerning the above destruction information, please approach Customs and Excise Department at [customsenquiry@customs.gov.hk](mailto:customsenquiry@customs.gov.hk)*