

Records Destruction Information of Trade and Industry Department in 2021

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	25.07	<ul style="list-style-type: none"> • Accommodation and Facilities • Procurement and Supplies • Finance and Accounting • Human Resources
Programme Records	1 192.95	<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) • Records Relating to Cargo Manifest • Files Relating to Non-textiles Import Licences/Export Licences • Import/Export License Application Form (Strategic Commodities) • Consignment Check Reports on Strategic Commodities • Files Relating to Pre-classification for Strategic Commodities • Files and Documents Relating to “Approval-in-principle Arrangement for Bulk Users of

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<p>Strategic Commodities Licensing Service”</p> <ul style="list-style-type: none"> • Files Relating to Textiles Control System • Files Relating to Powdered Formula Licensing • Applications for Small and Medium Enterprises (SME) Export marketing Fund Scheme • Files Relating to Small and Medium Enterprise (SME) Mentorship Programme • Files Relating to Trade and Industrial Organisations
Total	1 218.02	

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