

Records Destruction Information of Trade and Industry Department in 2022

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	22.73	<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	939.66	<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) • Sea Import Manifest (Vessel) • Sea Import Manifest (Craft) • Records Relating to Cargo Manifest • Import/Export License Application Form (Strategic Commodities) • Consignment Check Reports on Strategic Commodities • Files Relating to Pre-classification for Strategic Commodities • Files Relating to Textiles Control System • Files Relating to Consignment Check • Files Relating to Consignment and Factory Inspections (CFI) • Files Relating to Factory Audit Checks (FAC) • Files Relating to Textiles related Malpractices

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
		<ul style="list-style-type: none"> • Files Relating to Computerized Systems on Textiles Control • Records Relating to Textiles Trader Registration Scheme • Import and Export Licences for Reserved Commodities • Records Relating to Reserved Commodities • Files Relating to Applications and Issuance of Certificates of Origin • Returns and Reports Relating to Statistics of Small and Medium Enterprises (SME) Loan Guarantee Scheme (LGS) • Applications for Small and Medium Enterprises (SME) Export Marketing Fund Scheme • Records Relating to Special Loan Guarantee Scheme
Total	962.38*	

**There is a slight discrepancy between the sum of individual items and the total due to rounding of figures.*

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