

## Records Destruction Information of Trade and Industry Department in 2024

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	27.19	<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	664.08	<ul style="list-style-type: none"> <li>• Records relating to Cargo Manifest</li> <li>• Files relating to Consignment Check</li> <li>• Files relating to Disposal of Unclaimed Samples</li> <li>• Files relating to Customs Related Matters</li> <li>• Files on Matters Relating to Tradelink</li> <li>• Files relating to Seminar on Harmonized System</li> <li>• Applications for Small and Medium Enterprises (SME) Export Marketing Fund Scheme</li> <li>• Files and Documents relating to “Approval-in-principle Arrangement for Bulk Users of Strategic Commodities Licensing Service” (AIP) (Licensing Section)</li> <li>• Records relating to Powdered Formula Licensing (PFL)</li> <li>• Records relating to Pre-classification for Strategic Commodities</li> <li>• Records relating to Import/Export License Application (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>• Returns and Reports Relating to Statistics of Small and Medium Enterprises (SME) Loan Guarantee Scheme</li> <li>• Consignment Check Reports on Strategic Commodities</li> <li>• Records Relating to Reserved Commodities</li> </ul>
<b>Total</b>	<b>691.27</b>	

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