

## Records Destruction Information of Intellectual Property Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	24.31	<ul style="list-style-type: none"> <li>• Procurement and Supplies</li> <li>• Finance and Accounting</li> </ul>
Programme Records	211.52	<ul style="list-style-type: none"> <li>• Concluded Trade Mark and Patents Case Files</li> <li>• Trade Marks Documents, copies of which have been stored in electronic form</li> <li>• Files relating to Publicity Matters</li> </ul>
<b>Total</b>	<b>235.83</b>	

*For enquiries concerning the above destruction information, please approach Intellectual Property Department at [enquiry@ipd.gov.hk](mailto:enquiry@ipd.gov.hk).*