

Records Destruction Information of Trade and Industry Department in 2025

Records Type	Quantity of paper records approved for destruction (linear metre)	Contents / Subject Matters
Administrative Records	25.01	<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	607.40	<ul style="list-style-type: none"> • Applications for Small and Medium Enterprises (SME) Export Marketing Fund Scheme • Records relating to Import/Export License Application (Strategic Commodities) • Records relating to Pre-classification for Strategic Commodities • Consignment Check Reports on Strategic Commodities • Records relating to Powdered Formula Licensing (PFL) • Records relating to Cargo Manifest
Total	632.41	

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