

**The Coal Authority  
Records Disposal Schedule  
Legal Department (CA02)**

RECORD SERIES	FILE REFERENCE		DISPOSAL	COMMENTS	TNA APPRAISAL
	ELECTRONIC / HYBRID	PAPER			
Legal Services	CA02/1	CA02/2	Close files after 1 Year - Destroy 7 years after file closure	Confirm with Solicitor before destruction	Not Required
Licensing	CA02/2	CA02/4	Close files after 2 Years - 1 <sup>st</sup> Review 5years after file closures		Not Required
Mining Reports	CA02/3	CA02/5	Close files after 2 Years - 1 <sup>st</sup> Review 5 years after file closures		Not Required
Estates and Environment	CA02/4	CA02/6	Close files after 3 Years - Review 12 years after file closures		Not Required
Subsidence and Surface Hazards	CA02/5	CA02/7	Close files after 2 Years - Review 12 years after file closures		Not Required
Human Resources	CA02/6	CA02/2	Close files after 1 Year -Destroy 7years after file closures	Confirm with Solicitor before destruction	Not Required
Records	CA02/7	CA02/2	Close files after 1 Year -Destroy 7 years after file closures	Confirm with Solicitor before destruction	Not Required
Procurement	CA02/8	CA02/6	Close files after 3 Years - Review 5 years after file closures		Not Required