

**THE COAL AUTHORITY**  
**RECORDS DISPOSAL SCHEDULE**

**LICENSING RECORDS**

<b>Generic Record Series</b>	<b>Series file reference prefix</b>	<b>Disposal</b>
CURRENT SITE FILES: - Deep Mine, Opencast, Coal Bed Methane, Exploration, Incidental Coal	CA11/DM      CA11/OP CA11/CBM    CA11/EXP CA11/S25	REVIEW ON CLOSURE OF SITE OR MINE
GENERAL FILES: - Not site specific	CA11/NGEN CA11/SGEN CA11/CGEN CA11/AGEN CA11/UKGEN	REVIEW 5 YEARS AFTER FILE CLOSURE
COMPULSORY PURCHASE ORDERS	CA11/G/CPO	REVIEW 10 YEARS AFTER FILE CLOSURE
PLANNING CONSULTATIONS	CA11/G/CONSULT	REVIEW 5 YEARS AFTER FILE CLOSURE
LOCAL DEVELOPMENT PLANS	CA11/G/PLAN	REVIEW 10 YEARS AFTER FILE CLOSURE
LEGAL DOCUMENTS	CA11/N      CA11/S CA11/C      CA11/S36 CA11/M	REVIEW ON CLOSURE OF SITE OR MINE
FORMER DIRECTOR OF LICENSING RECORDS	CA10	REVIEW JANUARY 2005
COAL COMMISSION RECORDS		INDEFINITE RETENTION
SITE TONNAGE RETURNS		DESTROY 6 YEARS AFTER SITE CLOSURE & ALL CHECKS CARRIED OUT
ROADBORNE WEIGH TICKETS		DESTROY ON SITE CLOSURE AFTER ALL CHECKS & TONNAGE RECONCILIATION CARRIED OUT