

THE COAL AUTHORITY
RECORDS DISPOSAL SCHEDULE
DEPARTMENT - CONTRACTS

| Generic Record Series | Series file reference prefix | Disposal |
|---|-------------------------------------|---|
| Contract files under Seal | CA18/C | Review files 13 years after completion of contract ** |
| Contract files not under Seal | CA18/C CA18/R | Review files 7 years after completion of contract ** |
| Successful tender documents | | Held on main contract file |
| Rejected tender documents | CA18/C CA18/R | Destroy after 2 years |
| Tax Exemption Records | | Destroy after 6 years |
| Returns of Contracts Let | | Indefinite retention |
| Register of Approved Contractors | | Destroy after 10 years |
| Performance Records | | Destroy after 3 years |
| All other Contract records including policy records | CA18/A | Destroy 5 years after file closure |