

**THE COAL AUTHORITY
RECORDS DISPOSAL SCHEDULE
HUMAN RESOURCES**

Description	File Reference	Disposal
Personnel		
Appraisal File	CA16/1/x/1	Destroy 10 years after employee has left Authority *
Medical File	CA16/1/x/2	
Personnel File	CA16/1/x/3	
Training File	CA16/1/x/4	
* Where a case is in action with Civil Service OHS or legal action has been instigated against the Authority records must be retained accordingly		
Employee Pension File	CA16/1/x/5	Destroy 85 years from DOB or 5 years from last action whichever is later **
** Confirm all benefits have ceased before destruction		
Board Members		
Board Members Records	CA/16/2/x	Destroy 10 years after Board Member has left Authority
Payroll		
Monthly print outs & copy action documents	CA16/3	Destroy 3 years after end of tax year
Pensions Records		
PCSPS Master File	CA/16/4	Review 5 years after file closure
Legislative Records		
Legislative Personnel Records	CA16/5	Review 5 years after file closure
Recruitment & Selection		
Temping Agency Records	CA16/6/2/1	Destroy 2 years after file closure
Temporary Staff Weekly Reports (PD26)		Destroy 1 year after end of applicable financial year
Agency Staff time sheets		Destroy 1 year after end of applicable financial year
Applicants not shortlisted	CA16/6/3/1	Destroy after 6 months
Applicants unsuccessful at interview	CA16/6/3/2	Destroy 1 year from date of interview
R & S Statistical Reports	CA16/6/8	Destroy 1 year after file closure
Training		
Annual Training Plan	CA16/7/1	Review 5 years after file closure
Training Request Forms	CA16/7/1/2	Destroy 1 year after file closure

Training (continued)		
Training summary reports	CA16/7/2	Destroy 1 year after file closure
Investors in People		
IIP Records	CA16/8	Review 5 years after file closure
Performance Management System		
PMS Records	CA16/9	Review 5 years after file closure
Job Evaluation		
Job Evaluation Records	CA16/10	Review 5 years after file closure
Medical		
Sickness & Absence Reports	CA16/11	Destroy 1 year after file closure
Remuneration		
All Remuneration Records & Statistical Reports	CA16/12	Destroy 1 year after file closure
Special Projects		
Special Project Records	CA16/13	Review 5 years after file closure
Procedures		
Procedural Records	CA16/14	Review 2 years after file closure