

THE COAL AUTHORITY

DISPOSAL SCHEDULE - RECORDS MANAGEMENT DEPARTMENT

RECORD SERIES	FILE REFERENCE	DISPOSAL ACTION	COMMENTS	TNA APPRAISAL
Records Management paper and electronic records in Records Management Department File Plan	CA27	Review 1 year after file closure	Close files no later than 4 years after date opened	Not required by The National Archives
Records Management paper records in Solicitor & Secretary's File Plan	CA02/2/8	Review 1 year after file closure	All files closed	Not required by The National Archives