

## Request for Records Disposition Authority

Records Schedule Number DAA-0361-2017-0009

Schedule Status Approved

Agency or Establishment Defense Logistics Agency

Record Group / Scheduling Group Records of the Defense Logistics Agency

Records Schedule applies to Major Subdivision

Major Subdivision Human Resources

Minor Subdivision Injury Compensation

Schedule Subject Personal Injury Files

Internal agency concurrences will be provided No

Background Information DoD has established a records retention requirement for the Defense Injury and Unemployment Compensation System (DIUCS) with the NARA. This retention requirement exceeds GRS 2.4 Item 100

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0361-2017-0009

Sequence Number	
1	Personal Injury Files Disposition Authority Number: DAA-0361-2017-0009-0001

## Records Schedule Items

<b>Sequence Number</b>						
1	<b>Personal Injury Files</b>					
	Disposition Authority Number	DAA-0361-2017-0009-0001				
	<b>Workers Compensation Claimant's Case files. Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.</b>					
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	No				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> <tr> <td>1400.49</td> <td>DLA Records Schedule</td> </tr> </table>		Manual Citation	Manual Title	1400.49	DLA Records Schedule
Manual Citation	Manual Title					
1400.49	DLA Records Schedule					
	GRS or Superseded Authority Citation	GRS 2.4 Item 100				
	<b>Disposition Instruction</b>					
	Cutoff Instruction	Cut off after event. Event is when file is closed by Department of Labor.				
	Retention Period	Destroy 10 year(s) after cutoff				
	<b>Additional Information</b>					
	GAO Approval	Not Required				

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
08/08/2017	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
10/26/2017	Submit for Concurrency	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist