

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Sequence Number		
1	<p>Personal Injury Files</p> <p>Disposition Authority Number DAA-0361-2017-0009-0001</p> <p>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.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p>	
	Manual Citation	Manual Title
	1400.49	DLA Records Schedule
	GRS or Superseded Authority Citation	GRS 2.4 Item 100
	Disposition Instruction	
	Cutoff Instruction	Cut off after event. Event is when file is closed by Department of Labor.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	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