

Request for Records Disposition Authority

Records Schedule Number DAA-0434-2013-0001
Schedule Status Approved

Agency or Establishment Department of Energy
Record Group / Scheduling Group General Records of the Department of Energy
Records Schedule applies to Department-wide
Schedule Subject Health Compensation Programs
Internal agency concurrences will be provided No

Background Information The Energy Employees Occupational Illness Compensation Program Act (EEOICPA) and the Radiation Exposure Compensation Act provide that the Department of Energy respond to requests received from employees or their survivors, or from Federal agencies, in support of employee compensation claims, to determine whether exposures have been a factor of illness.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0434-2013-0001

Sequence Number	
1	Health Compensation Programs
1.1	Health Compensation Programs Claims Response Files Disposition Authority Number: DAA-0434-2013-0001-0001
1.2	Health Compensation Programs Working Files Disposition Authority Number: DAA-0434-2013-0001-0002
1.3	Health Compensation Programs Control Files Disposition Authority Number: DAA-0434-2013-0001-0003
1.4	Health Compensation Programs Administrative Files Disposition Authority Number: DAA-0434-2013-0001-0004

Records Schedule Items

Sequence Number	
1	<p>Health Compensation Programs Includes, but not limited to Health Compensation Programs records, such as Claims Response Files, Working Files, Control Files, and Administrative Files associated with and used to determine employees' employment exposures as a factor in their illnesses, as covered by the Energy Employees Occupational Illness Compensation Program Act (EEOICPA), and the Radiation Exposure Compensation Act.</p>
1.1	<p>Health Compensation Programs Claims Response Files Disposition Authority Number DAA-0434-2013-0001-0001</p> <p>Includes, but not limited to, such records as compensation claim forms, notifications of resolution of claims, industrial hygiene records, medical records, payroll files, radiological files, training records, neutron dose reconstruction, employment records, employee position descriptions, employee work schedules, investigatory records relating to on-the-job injuries, individual health care records, and other medical information that could be used to determine whether exposures may have been a factor in illness.</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? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off annually in year final claim determination made.</p> <p>Retention Period Destroy/delete 75 years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>Health Compensation Programs Working Files Disposition Authority Number DAA-0434-2013-0001-0002</p>

Includes, but not limited to, drafts, references materials, and file copies created and collected to process Health Compensation Programs claims and to prepare final Response Files. Working Files are maintained separately from the final Response File.

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? Yes

Disposition Instruction

Cutoff Instruction Cut off annually in year final claim determination made.

Retention Period Destroy/delete 3 years after cutoff.

Additional Information

GAO Approval Not Required

Health Compensation Programs Control Files

Disposition Authority Number DAA-0434-2013-0001-0003

Includes, but not limited to, records created and maintained for Health Compensation Programs control, such as finding aids, procedures, logs, reports, databases, and statistical summaries.

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? Yes

Disposition Instruction

Cutoff Instruction Cut off after program completion/discontinued.

1.3

1.4

Retention Period Destroy 15 years after cutoff.

Additional Information

GAO Approval Not Required

Health Compensation Programs Administrative Files

Disposition Authority Number DAA-0434-2013-0001-0004

Includes, but not limited to, records related to the administration, implementation, and reporting of Health Compensation Programs performance, such as notices, routine correspondence, and administrative memoranda.

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? Yes

Disposition Instruction

Cutoff Instruction Cut off annually.

Retention Period Destroy/delete 3 years 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
05/10/2013	Certify	Troy Manigault	Director, Records Management Division	Office of the Chief Information Officer - Records Management Division
01/30/2014	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
02/03/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/06/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/07/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist