
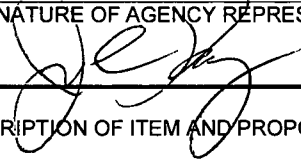


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|---|--|--|---|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | JOB NUMBER<br>N1-065-11-5  |   |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | Date received<br>11/22/10  |   |
| 1 FROM (Agency or establishment)<br>Department of Justice   |  | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |   |
| 2 MAJOR SUBDIVISION<br>Federal Bureau of Investigation  |  |  |   |
| 3 MINOR SUBDIVISION<br>Human Resources Division   |  |  |   |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br>Tammy J Strickler   | 5 TELEPHONE NUMBER<br>540-868-4363   | DATE<br>11/22/10   | ARCHIVIST OF THE UNITED STATES<br> |
| 6 AGENCY CERTIFICATION<br>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 on the attached 1 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |  |  |   |
| DATE<br>11/17/2010  | SIGNATURE OF AGENCY REPRESENTATIVE<br>   |  | TITLE<br>John C. Fryson<br>Chief, Records Automation Section<br>(for) Agency Records Officer                          |
| 7 ITEM NO   | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   | 9 GRS OR SUPERSEDED JOB CITATION   | 10 ACTION TAKEN (NARA USE ONLY)   |
|   | <p align="center"><b>Workers' Compensation Case Management Reference System</b></p> <p>This document management system contains copies of forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries of FBI employees. These records are copies of material that are maintained as part of the Department of Labor case file and the FBI employee medical file. These copies must be maintained as reference to meet reporting requirements in response to the Department of Justice Office of Inspector General. The FBI is required to report compensation levels to these entities for as long as claim payments continue.</p> |  |   |

**1. Inputs:**

Hardcopy source documents of workers' compensation case files are scanned and the electronic images are uploaded into the system, to include copies of the original injury form, medical documentation from attending physicians, copies of FBI Health Unit records, and some Department of Labor case file documents and correspondence

**Disposition**

DESTROY hardcopy documents and compact disks used for transfer of the images after verification of a successful scan and upload into the Workers' Compensation Case Management Reference System

*GRS 20.2(b)*

**2. Outputs:**

No reports are generated from the system. Information in the system is reviewed for compilation of the reports, but the reports are generated external to the system

**3. Master File:**

Master file of all workers' compensation claims actively being paid, organized by Department of Labor case file numbers

**Disposition**

Delete case file seven years after the FBI has been notified of the death of all eligible claimants identified in the case, or all compensation has been completed, whichever is sooner

**4. System Documentation:** Records relating to the design and implementation of the system including data system specifications, file specifications, concept of operations (CONOPS), systems security plan, codebooks, record layouts, and user guides. Also included are records created or used to perform configuration/change management processes, including performance, capacity, and system management

*Exception to GRS 20.11(a)(1)*

**Disposition**

DELETE/DESTROY records 1 year after termination of the Workers' Compensation Case Management Reference System

**5. Backups:** Backups are maintained for potential system restoration in the event of a system failure or other unintentional loss of data

*Exception to GRS 20.8(b)*

**Disposition**

DELETE/DESTROY incremental backups when superseded by a full backup or when 90 days old, whichever is sooner

DELETE/DESTROY full backups when a more current full backup has been successfully captured or when 90 days old, whichever is sooner