

Request for Records Disposition Authority
(See Instructions on reverse)

To National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment)
U.S. Department of Labor

2 Major Subdivision
Employees' Compensation Appeals Board (ECAB)

3 Minor Subdivision

4 Name of Person(s) to whom to confer
Frank Clubb

5 Telephone (include area code)
202-693-6234

Leave Blank (NARA Use Only)

Job Number
NI-174-11-1

Date Received
12/30/10

Notification to Agency
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.

Date
8/27/12 Archives of the United States
Withdrawn

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 on the attached 3 page(s) are not now needed for the business of 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

is not required is attached has been requested

Signature of Agency Representative: *[Signature]* Title: **Departmental Records Officer** Date (mm/dd/yyyy): **12-28-2010**

Item Number	6 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1-4	<p align="center">U S. Department of Labor Employees' Compensation Appeals Board (ECAB)</p> <p>See Attached Descriptive Listing of record series items.</p>		

**U.S. Department of Labor
Employees' Compensation Appeals Board (ECAB)**

Introduction: This records schedule covers the records of the U S Department of Labor (DOL), Employees' Compensation Appeals Board (ECAB), and will be used in conjunction with the National Archives and Records Administration's General Records Schedule and other appropriate (DOL) records schedules. This record schedule supersedes DOL record schedule Job Number N9-386-00-01 as specified.

Background: The ECAB was created in 1946 by statute in the Federal Security Agency to hear appeals taken from determinations and awards under the Federal Employees' Compensation Act (FECA) with respect to claims of federal employees injured in the course of their employment. Effective May 24, 1950, ECAB and its functions were transferred to the U S Department of Labor. The Board consists of three judges, appointed by the Secretary of Labor, one of whom is designated as its Chief Judge and Chairman of the Board. The Board has final authority to determine the liability of the Federal government with respect to the disability or death of employees injured in the scope of their employment. There is no further administrative or judicial appeal of ECAB decisions.

The Board's mission is to hear and decide cases on appeal from decisions of the Office of Workers' Compensation Programs (OWCP) in an impartial and expeditious manner. The decisions of the Board are made in accordance with its statutory mandate, based on a thorough review of the case record as compiled by OWCP. OWCP, not the ECAB, is the official custodian of appealed cases.

1. Official Record File

Official Case and Docket Files are arranged by year of appeal and thereunder by docket number. These files include appeals of decisions from OWCP. These cases may result in court decisions that interpret legislation and regulations. The case file contains original appeals and related documents, including decisions and orders, pleadings and motions, transcripts, exhibits, internal and external correspondence, briefs, and transmittal letters. (**Supersedes Schedule #N9-386-00-01 Item 1**)

a. Official Record File. Disposition: Return to the OWCP for disposition according to that agency's approved records schedule

b. Docket File

Disposition: Temporary Cut-off files annually at the end of the fiscal year (FY) in which the appeal is docketed. Transfer to a Federal Records Center (FRC) in one year blocks 1 year after cut-off. Destroy 20 years after cut-off

2. Decisions and Orders

Decisions and Orders are arranged by year of appeal and thereunder by consecutive docket number. Decisions are distributed as follows: A WORD paper copy is filed in the case docket file. A WORD electronic copy is provided to the Office of the Clerk of the Appellate Boards (OCAB), the permanent, signed, WORD copy is scanned and converted into a pdf format for storage on a CD ROM. In addition, a WORD electronic version of the Decision is provided to the Boards' IT section for posting on the Internet as required by FOIA. Prior to posting on the Internet, the IT Section converts the WORD version into html and Adobe PDF. (**Supersedes Schedule #N9-386-00-01 Item 3**)

a. Docket File Copy (Paper).

Disposition: Temporary Destroy as part of ECAB Docket File (see paragraph 1 b above)

b. Recordkeeping Signed File Copy (Electronic -Primary). Accumulation Yearly, Arrangement By FY and consecutive docket number, Amount on Hand Five (5) CD ROMs

Disposition: Permanent. Maintain one complete electronic file copy of the signed Decisions at either the ECAB or the OCAB. Transfer pdf electronic format stored on CD ROM to a Federal Records Center (FRC) in 5 year blocks when last year in block is 5 years old in accordance with 36 CFR 1228.270. FRC transfers CD ROMs to the National Archives in five year blocks when 20 years old

3. General and Miscellaneous Files of the Board (ECAB)

Miscellaneous office documents including Judge-Member correspondence, draft decisions, pre-appeal correspondence, and any other administrative material either in paper or electronic format that does not become part of the docket file (**Supersedes Schedule #N9-386-00-1, Item 2**)

Disposition. Temporary. Maintain at agency Destroy when superseded or determined obsolete, or upon the termination of the Board Judge or employee, whichever comes first

4. Docket Most Effective Organization (MEO) Quality Assurance Surveillance Plan (QASP) Report

This report provides the Chairs with QASP inspection findings The purpose of the report is to provide the Chairs an update on Docket MEO's compliance with the Letter of Obligation (LOO) This report is maintained by the designated, Contracting Officer's Technical Representative (COTR)

Disposition. Temporary. Cut off paper or electronic files each year Maintain on-site with the COTR Destroy two years after re-competition of the MEO