

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-271-00-1	DATE RECEIVED 2/29/00
1. FROM (Agency or establishment) U. S. Department of Labor		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Workers' Compensation Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Division of Federal Employees' Compensation			
4. NAME OF PERSON WITH WHOM TO CONFER Dottie Chester	5. TELEPHONE 202-693-0296	DATE 7-6-00	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. 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 1 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; or has been requested.

DATE 2/24/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maureen Hill</i>	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Office of Workers' Compensation Programs, Division of Federal Employees' Compensation administers the Federal Employees' Compensation Act, which provides for benefits to employees of the Federal Government, and certain other individuals deemed to be federal employees, who sustain personal injuries or contract job-related illness, as a result of their employment. The files contain reports and other records, including claims, payment records, and any results of administrative determinations or court rulings, relating to injuries of civil employees of the U. S. Government sustained while in the performance of their duties and resulting in lost time and/or death.		

* **1. Compensation Case Files Reporting Lost Time and/or Death**

Files include reports, claims, payment records, and any results of administrative determinations or court rulings relating to injuries of civil employees of the U.S. Government and others who file claims under the FECA sustained while in the performance of their duties and resulting in lost time and/or death.

A. Case Files not scanned into OASIS.

TEMPORARY. Cut off when case becomes inactive. Transfer to offsite storage 2 years after cutoff. Destroy 15 years after cutoff.

* Supercedes Job No. NC1-271-80-1, item 14

B. Case Files scanned into OASIS.

TEMPORARY. Destroy after scanning and verification.

C. Electronic copies produced using electronic mail and word processing applications: Delete when record keeping copy has been produced and when no longer needed for updating, reference, or distribution.

2. OWCP Automated System for Imaging Services (OASIS)

A. Inputs: Reports, claims, payment records, and any results of administrative determinations or court rulings relating to injuries of civil employees of the U.S. Government and others filing claims under the FECA sustained while in the performance of their duties and resulting in lost time and/or death.

TEMPORARY. Disposition is covered by item 1B.

B. Electronic Data

TEMPORARY. Delete 15 years after the final disallowance/termination date. *case becomes inactive. ***

C. Outputs. Copies of records in OASIS used for reference by staff.

TEMPORARY. Destroy when no longer needed for reference.

D. Documentation. Manuals, training materials, and other materials describing the technical operations of the optical imaging system.

TEMPORARY. Destroy when updated, superceded, or no longer needed.

* Schedule approved by RLO via e-mail 3/6/00 rog
** approved by RLO via telephone conversation 4/5/00. rog

1. Compensation Case Files (Hard Copy) Reporting Lost Time and/or Death

(a) Cases presently in the FRC which are not recalled: Case files containing hard copies of reports and other records, including claims, payment records, and any results of administrative determinations or court ruling, relating to injuries of civil employees of the U. S. Government (and others who file claims under the FECA) sustained while in the performance of their duties and resulting in lost time and/or death.

Disposition: These files were cut off after the case became inactive and transferred to FRC two years later. Those records now in the FRC, which are more than 15 years after cut off, destroy immediately.

(b) Case files at the FRC which do not fit within (a) destroy 15 years after cutoff, unless those files are recalled by the FEC district office. Those that are recalled will be converted to the optical disc imaging system described under (2), below.

(c) Case files which are inactive at the time the optical disk system is functioning in the district office where they reside will not be imaged, but will remain in the district office for two years after cutoff, then retired to the FARC and destroyed 15 years after cutoff.

NC1-271-82-1 Item 3

Electronic copy produced using e-mail and/or word processing systems: delete when no longer needed for updating, reference or distribution.

Reference: Privacy Act System of Record DOL/ESA Govt Wide 1.

2. OWCP Automated System for Imaging Services (OASIS)

Upon implementation of imaging in each District Office, new case files, and ultimately all open case files (and cases presently in the FRC which are recalled by the district office) will function under the following system.

Optical disk imaging system captures, stores, retrieves and processes all information necessary for the adjudication and management of Federal workers' compensation claims.

(a) **Inputs:** Imaged information contains reports and other records, including claims, payment records, and any results of administrative determinations or court rulings, relating to injuries of civil employees of the U. S. Government (and other filing claims under the FECA) sustained while in the performance of their duties and resulting in lost time and/or death and no lost time.

Disposition: The paper records will be destroyed once scanned and image is verified. Imaged records maintained by the system/serve as the official record. Destroy/delete data maintained by the system 15 years after the final disallowance/termination event date.

(b) **Outputs:** The imaged records may be printed out for use as reference copies or to provide copies of the records to the subject of the file. Disposition: The reference copies will be destroyed when no longer needed for reference.

(c) **Documentation:** Manuals, training materials and other materials describing the technical operations of the optical imaging system. Disposition: These records will be destroyed when updated.

Electronic copy produced using e-mail and/or word processing systems: delete when no longer needed for updating, reference or distribution.

Reference: Privacy Act System of Record DOL/ESA Govt Wide 1.