

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-271-00-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N9-271-00-01	
1 FROM (Agency or establishment) U. S. Department of Labor		DATE RECEIVED MAY 30 2000	
2 MAJOR SUBDIVISION Employment Standards Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Office of Workers' Compensation Programs		DATE ARCHIVIST OF THE UNITED STATES 1-17-01 <i>[Signature]</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Barbara Bowens		5 TELEPHONE 202-693-0820	

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 20 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 4/21/00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maurice V. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The Office of Workers' Compensation Programs predecessor organization, the Bureau of Employees' Compensation (BEC), administers legislation which dates back to 1916 (the Federal Employees' Compensation Act), Department of Labor involvement in the field of workers' compensation began in 1950 when the BEC was transferred to the Department. Since that time, numerous re-organizations have taken place and current workers' compensation programs are administered by OWCP in the Department's Employment Standards Administration. OWCP is headed by a Director, who reports directly to the Assistant Secretary for Employment Standards.</p> <p>The Office of Workers' Compensation Programs (OWCP) administers programs which provide benefits to workers suffering personal injuries or contracting job-related illness for Federal Government workers under the Federal Employees' Compensation Act and other persons performing work for the United States at the time of their injury under related legislation; for Longshore and Harbor Workers; for employees of private industry in the District of Columbia under the District of Columbia Compensation Act; for workers on defense bases or on public works contracts outside the United States under the Defense Base Act; for workers under the Non-appropriated Fund Instrumentalities Act; for workers on the U.S. continental shelf under the Outer Continental Shelf Lands Act; for coal mine workers under</p>		

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Copy to: agency

the Federal Coal Mine Health and Safety Act; and for other legislation related to the above statutes.

For convenience of reference, the items below are grouped under organization headings; but the disposition provisions remain effective regardless of organizational change, so long as the nature of the records remains as described.

1	<p><u>OWCP Directives</u></p> <p>a Concerning policies, instructions and procedures within OWCP</p> <p>Disposition Permanent</p> <p>NC1-271-92-1, Item 1a</p> <p>Electronic copy produced using e-mail and/or word processing systems Delete when record keeping copy has been produced or when no longer needed for updating, reference or distribution</p> <p>b Concerning administrative matters such as personnel selections, statistical reporting, equipment, space and travel</p> <p>Disposition Temporary</p> <p>NC1-271-92-1, Item 1b</p>	
2	<p>Electronic copy produced using e-mail and/or word processing systems Delete when record keeping copy has been produced or when no longer needed for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i></p> <p><u>Legislative and Legal Subject Files</u></p> <p>Disposition Temporary</p> <p>N1-271-92-1, Item 2a and 2b</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i></p>	

* this change to all items (except items 55, 57, 58 and 59) approved by ESA RO via telephone on 10/19/00. rbs

3	<p><u>Program Subject File</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 3</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
4	<p><u>Claimants' Correspondence</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 5</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference or distribution, <i>or electronic dissemination, whichever is later</i></p>	

5	<u>Publications</u> Disposition Permanent NC1-271-80-1, Item 6 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference of distribution, <i>or electronic dissemination, whichever is later.</i>	
6	<u>FECA and LHWCA Caseload and Mail Reports</u> Disposition Permanent NC1-271-80-1, Item 7 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference of distribution, <i>or electronic dissemination, whichever is later.</i>	
7	<u>FEC and LHWC Quarterly Rehabilitation Reports</u> Disposition Permanent NC1-271-80-1, Item 10 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference of distribution, <i>or electronic dissemination, whichever is later.</i>	
	DIVISION OF PLANNING, POLICY AND STANDARDS	
8	<u>Work Measurement Reports in Director's Office</u>	

	<p>Disposition Temporary</p> <p>N1-271-92-1, Item 3</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping has been produced no longer needed for updating, reference or distribution, <i>or electronic dissemination, whichever is later</i></p>	
9	<p><u>Published Studies Required by Law or Requested by Congress on the Executive Branch</u></p> <p>Disposition Permanent</p> <p>N1-271-92-1, Item 4a and 4b</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i></p>	

	DIVISION OF FEDERAL EMPLOYEES' COMPENSATION NATIONAL OFFICE	
10	<u>Listings of payments to FECA Beneficiaries</u> Disposition Temporary N1-271-92-1, Item 7a Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i>	
11	<u>Master Index</u> Disposition Temporary NC1-271-80-1, Item 12 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i>	

12	<p>NATIONAL AND FIELD OFFICES (FECA)</p> <p><u>Compensation Case Files Reporting Lost Time and/or Death</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 14</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
13	<p><u>Compensation Case Files Reporting No Lost Time</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 15</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i></p>	
14	<p><u>Unpayable Bills</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 17</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i></p>	

15	<p><u>Summaries for Payments on Cases on the Death Periodic Roll (CA-105) and on the Disability Periodic Roll (CA-106)</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 18 19</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i></p>	
16	<p><u>Claim for Continuance of Compensation on Account of Death (CA-12)</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 20</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
17	<p><u>Paid Schedules</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 21</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
	<p>DIVISION OF LONGSHORE AND HARBOR WORKERS' COMPENSATION NATIONAL OFFICE</p>	
18	<u>Part I - Administrative Management Files</u>	

	<p>Disposition Permanent</p> <p>NC1-271-92-1, Item 9a</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or no longer needed for updating, reference or distribution, <i>or electronic dissemination, whichever is later</i></p>	
19	<p><u>Speeches, addresses and comments made by DLHWC officials to the public (National Office and field)</u></p> <p>Disposition Temporary</p> <p>NC1-271-92-1, Item 10</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i></p>	
20	<p><u>Training Records</u></p> <p>Disposition Temporary</p> <p>NC1-271-92-1, Item 11</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution <i>or electronic dissemination, whichever is later</i></p>	
21	<p><u>Claims for Reimbursement by Insurance Carriers and Employers</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 22</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i></p>	

22	<p><u>Insurance Carrier Authorization Files</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 23</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
23	<p><u>Self-Insurer Authorization Files</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 24</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference or distribution, <i>or electronic dissemination, whichever is later</i></p>	
24	<p><u>Records of Rehabilitation Payments Made in National Office</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 26</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
25	<p><u>Lost Time Cases</u></p> <p>Disposition Temporary</p> <p>NC1-271-95-1, Item 1a and 1b</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been</p>	

	produced or when no longer needed for updating, reference or distribution, <i>or electronic dissemination, whichever is later</i>	
	DIVISION OF LONGSHORE AND HARBOR WORKERS' COMPENSATION FIELD OFFICES	
26	<u>No Time Lost</u> Disposition Temporary NC1-271-80-1, Item 27 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference or distribution, <i>or electronic dissemination, whichever is later</i>	
27	<u>Index Cards for No Time Lost Cases</u> Disposition Temporary NC1-271-80-1, Item 28 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i>	
28	<u>Index Cards for Lost Time Cases</u> Disposition Temporary NC1-271-80-1, Item 30 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i>	
29	<u>Permanent Partial Disability Cases</u> Disposition Temporary	

	<p>NC1-271-80-1, Item 31</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i></p>	
30	<p><u>Death Cases</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 32</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
31	<p><u>Index cards for Death Cases</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 33</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
32	<p><u>Pending File (Injury Material)</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 34</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
33	<p><u>Insurance Coverage Cards and Related Correspondence</u></p> <p>• Disposition Temporary</p>	

	<p>NC1-271-80-1, Item 35</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
	<p>DISTRICT OF COLUMBIA COMPENSATION ACT</p> <p>DISTRICT OFFICE (#40)</p>	
34	<p><u>No Time Lost Cases</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 36</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
35	<p><u>Index Cards for No Time Lost Cases</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 37</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
36	<p><u>Lost Time Cases</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 38</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	

37	<u>Index Cards for Lost Time Cases</u> Disposition Temporary NC1-271-80-1, Item 39 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i>	
38	<u>Permanent Partial Disability Cases</u> Disposition Temporary NC1-271-80-1, Item 40 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i>	
39	<u>Death Cases</u> Disposition Temporary NC1-271-80-1, Item 41 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i>	
40	<u>Index Cards for Death Cases</u> Disposition Temporary NC1-271-80-1, Item 42 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i>	
41	<u>Pending File (Injury Material)</u> Disposition Temporary	

	<p>NC1-271-80-1, Item 43</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
42	<p><u>No Jurisdiction File</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 44</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
43	<p><u>Coverage Cards (DC-570)</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 45</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
44	<p><u>Coverage Correspondence</u></p> <p>Disposition Temporary</p> <p>NC1-271-80-1, Item 46</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer need for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
	<p>PART II – BRANCH OF OPERATIONAL POLICIES, REGULATIONS AND PROCEDURES</p>	

45	<p><u>DLHWC Internal Planning Records</u></p> <p>Disposition Temporary</p> <p>N1-271-92-1, Item 12</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
46	<p><u>Monthly LS-3, LS-3s and Workload and Performance Standards Reports</u></p> <p>Disposition Temporary</p> <p>N1-271-92-1, Item 13</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
47	<p><u>Quarterly Review and Analysis Reports/National Office Program Initiatives</u></p> <p>Disposition Temporary</p> <p>N1-271-92-1, Item 14</p> <p>Electronic copy produced using e-mail and/or word processing Delete when recordkeeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i></p>	
48	<p><u>Annual Reports</u></p> <p>DISPOSITION Temporary</p> <p>N1-271-92-1, Item 15</p> <p>Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference or distribution, <i>or electronic dissemination, whichever is later.</i></p>	

49	<u>Federal Register Publication</u> DISPOSITION Temporary N1-271-92-1, Item 16 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i>	
50	<u>Longshore (DLHWC) Procedure Manual</u> Disposition Permanent N1-271-92-1, Item 17 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i>	
51	<u>Accountability Review Reports</u> Disposition Temporary N1-271-92-1, Item 18 Electronic copy produced using e-mail and/or word processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later.</i>	
	PART III – BRANCH OF FINANCIAL MANAGEMENT AND INSU ANCE.	
52	<u>Longshore SPECIAL FUND System</u> , <i>Hard copy reports.*</i> Disposition Temporary N1-271-92-1, Item 21b	

*added 6/14/00

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	DIVISION OF LONGSHORE AND HARBOR WORKER' COMPENSATION NATIONAL OFFICE	
53	<u>Debarred Longshore Act Claimant Representatives' File</u> Disposition Temporary N1-271-92-1, Item 29 Electronic copy produced using e-mail and/or word Processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i>	

54.	<p><u>File of Physicians and Health Care Providers Excluded Under the Longshore Act</u></p> <p>Disposition Temporary</p> <p>N1-271-92-1, Item 30</p> <p>Electronic copy produced using e-mail and/or word Processing Delete when record keeping copy has been produced or when no longer needed for updating, reference, distribution, <i>or electronic dissemination, whichever is later.</i></p>	
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	DIVISION OF COAL MINE WORKERS' COMPENSATION (DCMWC)	
55	<u>FCMSA Case Files</u> Disposition Temporary N1-271-92-1, Item 31 Electronic copy produced using e-mail and/or word processing Delete when recordkeeping copy has been produced	
56	<u>Black Lung Bulletins, Transmittals and Circulars</u> Disposition Temporary N1-271-80-1, Item 47 Electronic copy produced using e-mail and/or word processing Delete when recordkeeping copy has been produced or when no longer needed for updating, reference, or distribution, <i>or electronic dissemination, whichever is later</i>	

57	<p><u>Self-Insurer Files</u></p> <p>Disposition Temporary</p> <p>N1-271-80-1, Item 51</p> <p>Electronic copy produced using e-mail and/or word processing Delete when recordkeeping copy has been produced</p>	
58	<p><u>Section 428 Claims</u></p> <p>Disposition Temporary</p> <p>N1-271-80-1, Item 54</p> <p>Electronic copy produced using e-mail and/or word processing Delete when recordkeeping copy has been produced</p>	
59	<p><u>General Correspondence</u></p> <p>Disposition Temporary</p> <p>N1-271-80-1, Item 55</p> <p>Electronic copy produced using e-mail and/or word processing Delete when recordkeeping copy has been produced</p>	