

RG 271

2 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Labor

2. MAJOR SUBDIVISION

Employment Standards Administration

3. MINOR SUBDIVISION

Office of Workers' Compensation Programs

4. NAME OF PERSON WITH WHOM TO CONFER

Robert E. Moller

5. TEL. EXT. IDS

128-6220

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK DATE RECEIVED MAR 25 1975 JOB NO. NC-271-75-1 NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. 4-9-75 James B. Rhoads (Date) Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3/11/75 Date Alta G. Bell Signature of Agency Representative Departmental Records Officer Title

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Description includes: The Office of Workers' Compensation Programs (OWCP) administers acts which provide benefits to civil employees of the United States suffering personal injuries while in the performance of official duties, persons suffering personal injuries while performing work for the United States, and persons suffering personal injuries while engaged in special classes of non-federal work which are designated by act of Congress. For convenience of reference, the items below are grouped under organizational headings but the disposition provisions remain effective, regardless of organizational changes, so long as the nature of the records remain as described. This schedule replaces items five, ~~and~~ six, ^{seven, and eight} non records schedule ^{of} NNA-2450. The balance of that schedule will be updated on a separate submission.

Copy to Agency & Field 4/16/75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p style="text-align: center;">THE DIVISION OF FEDERAL EMPLOYEES' COMPENSATION NO & FIELD (nonduplicate records)</p> <p><u>Compensation Case Files Reporting Loss of Time and/or Death.</u></p> <p>Break off when case becomes inactive. Hold in office for 3 years, then transfer to Federal records center. ^{or} Destroy 60 years after case becomes inactive.</p> <p>Case files containing reports of injuries of civil employees of the United States sustained while in performance of their duties and other related records including claims, payment records and any results of administrative determinations or court rulings.</p>	<p>II-NNA-2450, item 5.</p>	
2.	<p><u>Compensation Case Files Reporting No Loss of Time</u></p> <p>Retain case file five years and then microfilm case summary sheet (CA-800) and <u>destroy case file.</u> <u>Do not retire case files to Federal Records Center.</u> Retain microfilm in office, fifty-six years before destroying. If microfilming is not immediately possible, retain summary sheet until microfilming is possible with retention of summary sheet and subsequent microfilm copy not to total in excess of fifty-six years.</p> <p>Reports of injury to civil employees of the United States sustained while in performance of their duties and other related records in cases in which no time was lost. Each file contains a summary sheet (CA-800) in which is recorded the important facts of the case, together with OWCP action on the case.</p> <p>These records will be microfilmed, used, and stored in accordance with the standards set forth in 41 CFR 101-11.5, so as to insure the availability of the information for the period of time required.</p>	<p>II-NNA-2450, items 6, 7, and 8.</p>	