

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

JOB NUMBER  
N9-386-00-01

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

DATE RECEIVED  
OCT 28 1999

1. FROM (Agency or establishment)

U.S. Department of Labor

**NOTIFICATION TO AGENCY**

2. MAJOR SUBDIVISION

**EMPLOYEES' COMPENSATION APPEALS BOARD**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4. NAME OF PERSON WITH WHOM TO CONFER

Sabrina Middleton

5. TELEPHONE

202-693-5020

DATE

1-19-00

ARCHIVIST OF THE UNITED STATES

*John W. Paul*

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 2 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

10/12/99

SIGNATURE OF AGENCY REPRESENTATIVE

*Maureen Hill*

TITLE

*Dept. Records Officer*

7. Item No.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

See attached

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

JAN 24 2000

*Off copy to agency*

The Employees' Compensation Appeals Board (ECAB) was created in 1946, in the Federal Security Agency in pursuance of Reorganization Plan No. 2, effective July 16, 1946. Reorganization Plan No.9, effective May 24, 1950, transferred the Board and its functions to the Department of Labor.

ECAB is a quasi-judicial appellate body with exclusive jurisdiction to consider and decide appeals of Federal employees from final decisions of the Office of Workers' Compensation Programs (OWCP) in claims arising under the Federal Employees' Compensation Act, which is administered by OWCP. The Board reviews issues on disputed questions of fact, law, and the abuse of or failure to exercise discretion. The Board's decisions in cases, decided on their merits, affirm, reverse, or modify the awards and determinations, and/or remand the cases for further development of the evidence or other appropriate actions. The Board's decisions are final and are not subject to judicial review by another agency.

This records schedule supersedes all other records schedules of the ECAB, and is to be used in conjunction with the General Records Schedule (GRS).

## 1. OFFICIAL DOCKET FILES WITH ORIGINAL DOCKET SHEET

Records pertaining to the processing of appeals of decisions rendered by the Office of Workers' Compensation Programs (OWCP). The files contain incoming and outgoing correspondence, a summary of processing transactions, pleadings, motions, orders, and final dispositions. (Precedent-setting decisions of the Board are published annually by the Government Printing Office. The ECAB copy of published decision is covered under item 5 of this schedule).

PRIVACY RESTRICTIONS. These records are subject to the Privacy Act and should not be released to anyone other than Employees' Compensation Appeals Board staff.

Disposition: Record keeping copy (paper): Retire to FRC 1 year after case is closed. Destroy 20 years after case is closed. NCI-386-81-1, item 2.

\* Electronic version of records: created <sup>using e-mail and</sup> on word processing systems and used <sup>(to create the record keeping copy and or used)</sup> for dissemination, revision, or updating (~~copies are maintained in addition to the record keeping copy~~): destroy or delete <sup>(when recordkeeping copy has been produced and/or)</sup> when dissemination, revision or updating is completed.

## 2. DOCKET APPELLANT INDEX CARDS AND LOGS

a. APPELLANT INDEX CARDS. The file consist of 3 x 5 index cards containing information about appellants arranged alphabetically by name. Cards list appellant, attorney or authorized representative of appellant, docket number and address for appellant (if representing self) or attorney or authorized representative.

\* changes approved by BOL RMO via telephone 1/13/00  
Lij

Disposition: Record keeping copy (paper): Destroy when no longer needed.

Electronic version of records: None

b. DOCKET LOGS. The file consist of sequential log-type form containing the appellant's name and address, date of request for OWCP case record, date case record is due at ECAB, and the docket clerk's initials.

PRIVACY RESTRICTIONS. These records are subject to the Privacy Act and should not be released to anyone other than Employees' Compensation Appeals Board staff.

Disposition: Record keeping copy (paper): Retire to FRC 3 years after case is closed. Destroy 20 years after case is closed. NCI-386-81-1, item 2.

Electronic version of records: created ~~on~~ word processing systems and used for dissemination, revision, or updating (~~copies are maintained in addition to the record keeping copy~~): destroy or delete ~~when dissemination, revision or updating is completed.~~

### 3. GENERAL ADMINISTRATIVE FILES

These files include general papers and draft decisions, correspondence of Board and Board members, and any other material which does not become a part of the official docket case file.

Disposition: Record keeping copy (paper): Destroy when superseded or obsolete, or upon termination of the Board member, whichever is sooner. NCI-386-81-1, item 4.

Electronic version of records: created ~~on~~ word processing systems and used for dissemination, revision, or updating (~~copies are maintained in addition to the record keeping copy~~): destroy or delete when dissemination, revision or updating is completed.

### 4. DIGEST AND DECISIONS OF THE EMPLOYEES' COMPENSATION APPEALS BOARD

#### a. PUBLISHED DECISIONS

ECAB copies of the annual volume and digest published by the Government Printing Office on a fiscal year basis for ECAB. The annual publication contains precedent-setting decisions of the Board which serves to guide the OWCP in the adjudication of claims and is an important source of reference for injured employees, attorneys, and others concerned with the problems of workers' compensation.

Annual accumulation: less that 1 cubic foot

Arrangement: By fiscal year

Amount on hand: 6 cubic feet

Disposition: **PERMANENT.** Retire to FRC in 5 year blocks (ex. 1974-78, 1979-83). Transfer to NARA in 5 year blocks when 10 years old. ~~Reference is NCI-386-81-1, item 5.~~

Electronic version of records: None

b. REFERENCE COPY OF ALL BOARD DECISIONS, 1983 TO PRESENT.

Disposition: Record keeping copy (paper): Destroy when no longer needed.

Electronic version of records: created <sup>(using e-mail and)</sup> ~~on~~ word processing systems and used <sup>(to create the record keeping copy and used)</sup> for dissemination, revision, or updating (copies are maintained in addition to the record keeping copy): destroy or delete when ~~dissemination, revision or updating is completed.~~

~~record keeping copy has been produced and/or used~~

**5. ANNUAL REPORTS, 1916-1941**

a. ANNUAL REPORTS OF PREDECESSOR AGENCY, US EMPLOYEES' COMPENSATION COMMISSION, 1916-1946.

Arrangement: chronological

Amount on hand: 1 cubic foot

Disposition: **PERMANENT.** Retire to FRC in FY 1993. Transfer to the National Archives in 1996.

Electronic version of records: None