

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1 271 77 1</b>	
DATE RECEIVED <b>1 FEB 1977</b>	
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	Date <u>                    </u> Archivist of the United States

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  
**David Sandler**

5. TEL. EXT  
**523-8489**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Wm L. Bell</i>	E. TITLE Departmental Records Officer
---------	------------------------------------------------------------	------------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>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 on non-Federal work which are designated by act of Congress.</p> <p>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.</p> <p>This schedule replaces records schedule II-NNA-2450 and incorporates the recently approved NC-271-75-1 as items 14 and 15. The retention period for item 14 prior to transfer to the Federal Records Center has been reduced from 3 to 2 years. This schedule updates Retention Plan NN-465-27.</p> <p><i>This job was resubmitted and assigned to NC1-271-78-1. M</i></p>	<p>II-NNA-2450</p> <p>NC-271-75-1</p> <p>NN-465-27</p>	<b>WITHDRAWN</b>

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><u>The Office of Workers' Compensation Programs National Office</u></p> <p><u>Documents Pertaining to OWCP's Legal Authority</u></p> <p>Permanent. Offer to NARS when 25 years old.</p> <p>Records relating to proposed or adopted laws, Executive Orders, orders of the Secretary of Labor, and internal and external rulings that delegate or revoke continuing authority.</p>	<p>NN-465-27</p> <p>1a</p>	
2.	<p><u>Records of OWCP Positions on Significant Cases, Legal Interpretations and Policies</u></p> <p>Permanent. Offer to NARS when 25 years old.</p> <p>Memoranda, studies and other records developed for or exchanged with the Office of the Solicitor of Labor for use in defense of administrative decisions on adjudications by OWCP program officials appealed to the courts, the Employees' Compensation Appeals Board or the Benefits Review Board, memoranda concerning the legal interpretation of the Federal Workers' Compensation Acts; and memoranda concerning the administrative and program policies in the administration of the acts.</p>	<p>3a</p> <p>1b</p> <p>2d</p> <p>2e</p> <p>6e</p> <p>3g</p>	
3.	<p><u>Regulations</u></p> <p>Permanent. Offer to NARS 25 years after regulation has been rescinded.</p> <p>Regulations developed for the guidance of those who have rights and/or responsibilities under the Federal Workers' Compensation Act.</p>	<p>3b</p>	
4.	<p><u>OWCP Directives</u></p> <p>a. Directives on Policy and Procedure</p> <p>Permanent. Offer to NARS when 25 years old.</p> <p>Directives concerning OWCP organizational structure and functions, the level of delegated authority, program policy and procedures and other related substantive records.</p>	<p>3d</p>	

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
	<p>b. Directives on Administrative Matters</p> <p>Destroy three years after cancellation.</p> <p>Directives concerning training selections and other internal personnel matters, statistical reporting, equipment, space and other administrative matters.</p>		
5.	<p><u>Records of Meetings</u></p> <p>Permanent. Offer to NARS when 25 years old.</p> <p>Agenda and minutes and supporting papers of staff meetings, interagency meetings, and other significant meetings with officials of public and private groups with a substantial interest in the administration of the Federal Workers' Compensation Acts or the rehabilitation of disabled workers.</p>		
6.	<p><u>Reports, Studies and OWCP Program Publications</u></p> <p>Permanent. Offer to NARS when 25 years old.</p> <p>Reports to Congress, studies and publications of existing and projected patterns of injury and occupational disease; current and projected actuarial information, extent of coverage of compensation acts, and on other substantive matters.</p>	2j	
7.	<p><u>Records of Special Fund Accounts</u></p> <p>Permanent. Offer to NARS when 25 years old.</p> <p>Substantive records concerning the administration of special fund accounts.</p> <p style="text-align: center;">THE OFFICE OF WORKERS' COMPENSATION (OWCP) NATIONAL OFFICE AND FIELD</p>	4b	
8.	<p><u>Correspondence Regarding Rehabilitation of OWCP Claimants</u></p> <p>Destroy when five years old.</p> <p>OWCP assists in the vocational rehabilitation of injured employees. This correspondence has no reference value by five years time.</p>		

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
	<p>THE DIVISION OF FEDERAL EMPLOYEES'                      COMPENSATION NATIONAL OFFICE</p>		
9.	<p><u>Master Index</u></p> <p>Microfilm five years after inactive and destroy cards.                      Destroy microfilm when fifty-five years old.</p> <p>A numerical file containing an index card for every injury reported under the Federal Employee Compensation Act (FECA) and its' extensions. These cards contain identifying information together with the case number of the claimant, and are used in identifying mail or for obtaining the claimant's file number.</p>		
10.	<p><u>FECA Case Load and Mail Reports</u></p> <p>Destroy when five years old.</p> <p>These include reports from individual FECA District Offices, (CA-80) and the summary report (CA-204).</p>		
11.	<p><u>Periodic Payment of Beneficiaries Under the FECA</u></p> <p>Destroy when five years old.</p> <p>Lists of all periodic payments of compensation to beneficiaries of FECA. They are copies of transcripts prepared by the U.S. Department of the Treasury. They contain the names and addresses of the payees, case file numbers, amounts paid, check numbers and dates paid.</p>		
12.	<p><u>Numerical Register of Vouchers and Schedules Numbers</u></p> <p>Destroy when five years old.</p> <p>A numerical register of numbers assigned to the vouchers and schedules prepared by the DFEC.</p>		
	<p>THE DIVISION OF FEDERAL EMPLOYEES'                      COMPENSATION NATIONAL OFFICE AND FIELD                      (nonduplicate records)</p>		
13.	<p><u>Compensation Case Files Reporting Lost Time and/or Death</u></p> <p>Break off when case becomes inactive. Transfer to FRC 2 years after inactive. Destroy 60 years after case becomes inactive.</p>	<p>NC-271- 75-1</p>	

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
14.	<p>Case files containing reports of injuries of civil employees of the United States contained 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><u>Compensation Case Files Reporting No Lost Time</u></p> <p>Microfilm case summary sheet (CA-800) and <u>destroy case file 5 years after close of case. Do not retire case to Federal Records Center.</u> Destroy microfilm in office fifty-six years after close of case. 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>	NC-271-75-1	
15.	<p><u>Letterfiles</u></p> <p>Destroy five years after the receipt of the last correspondence in the file. Correspondence, medical reports, etc. are received regarding injuries sustained by civil employees of the United States. Official reports from the employing establishments are never received; no payments are made; and, there are no charges against the compensation fund.</p>		
16.	<p><u>X-Ray File</u></p> <p>Return to sender after the x-ray serves its purpose with OWCP.</p>		

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
17.	<p><u>Summaries for payments on case on the Death Periodic Roll (CA-105) and on the Disability Periodic Roll (CA-106)</u></p> <p>Microfilm and destroy summary five years after case is closed. Retain microfilm for fifty-five years before destroying.</p>		
18.	<p><u>Claim for Continuance of Compensation on Account of Death CA-12</u></p> <p>Destroy when five years old.</p> <p>Widows or widowers who are beneficiaries under the FECA and its extensions are required to file annual claims for continuance of compensation. The chief purpose of those claims is to obtain a sworn statement from the beneficiaries that they have not remarried. The claims may be used as evidence in prosecuting beneficiaries who fail to advise OWCP of remarriage and accept compensation to which they are not entitled.</p>		
19.	<p><u>Paid Schedules</u></p> <p>Destroy when ten years old.</p> <p>Schedules of all disbursements of OWCP compensation payments CA-102 now being changed to CA-1166 and 1167.</p>		
20.	<p><u>FECA Rehabilitation Service Files</u></p> <p>Destroy five years after closure of file.</p> <p>Files of correspondence and materials related to individual rehabilitation cases.</p> <p style="text-align: center;">DIVISION OF LONGSHORE AND HARBOR WORKERS'              COMPENSATION NATIONAL OFFICE</p>		
21.	<p><u>Claims for Reimbursement by Insurance Carriers and Employers</u></p> <p>Destroy when five years old.</p> <p>These files contain claims for reimbursement for monies advanced Longshore claimants in cases where Federal payments are appropriate under the Longshoremen's and Harbor Workers' Compensation Act (LSHWCA) and its extensions.</p>		

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
22.	<p><u>Annual Evaluation of Insurance Carriers and Self-Insurers</u></p> <p>Destroy when five years old.</p>		
23.	<p><u>Records of Insurance Company and Self-Insurer Coverage</u></p> <p>Destroy when thirty-five years old.</p>		
24.	<p><u>Awards from the Special Fund</u></p> <p>Destroy when thirty-five years old.</p> <p>The awards are made where there is no insurance coverage or self-insurer with responsibility for payment of a valid claim.</p>		
25.	<p><u>Records of Rehabilitation Payments Made in NO</u></p> <p>Destroy when ten years old.</p>		
26.	<p><u>LSHWCA Case Load and Mail Reports</u></p> <p>Destroy when five years old.</p> <p>These include reports from individual District Offices (LS-3) and the summary report (LS-6)</p> <p style="text-align: center;">THE DIVISION OF LONGSHORE AND HARBOR              WORKERS' COMPENSATION FIELD</p>		
27.	<p><u>No Time Lost Cases Under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act or the Nonappropriated Fund Instrumentalities Act</u></p> <p>Destroy when five years old.</p> <p>Reports of injuries sustained by employees while working for employers who are covered under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act, or the Nonappropriated Fund Instrumentalities Act. No time was lost as result of the injuries and no compensation was paid.</p>		

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
28.	<p><u>Lost Time Cases Under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act or the Nonappropriated Fund Instrumentalities Act</u></p> <p>Transfer to FRC five years after case is closed. Destroy thirty-five years after case is closed.</p> <p>Reports of injuries sustained by employees while working for employers who are covered under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act, or the Nonappropriated Fund Instrumentalities Act. Time was lost from work as result of such injuries, and/or compensation was paid.</p>		
29.	<p><u>Permanent Partial Disability Cases Involving the Loss of a Member for which Prosthetic Appliances are Provided under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act, or the Nonappropriated Fund Instrumentalities Act</u></p> <p>Retain in operating unit during the lifetime of the claimant. Destroy two years after the claimant's death.</p> <p>Compensation cases in which purchases of prosthetic appliances are provided in addition to other compensation benefits. Such appliances are authorized during the lifetime of the claimant and have no further reference value.</p>		
30.	<p><u>Death Cases Under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act or the Nonappropriated Fund Instrumentalities Act</u></p> <p>Retain in the operating unit. Destroy five years after final closing.</p> <p>Reports of injuries, resulting in death, sustained by employees while working for employers who are covered under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act, or the Nonappropriated Fund Instrumentalities Act.</p>		

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
31.	<p><u>Index Cards for No Time Lost Cases under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act or the Nonappropriated Fund Instrumentalities Act</u></p> <p>Retain in operating unit. Destroy after five years.</p>		
32.	<p><u>Index Cards for Lost Time Cases under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act or the Nonappropriated Fund Instrumentalities Act</u></p> <p>Retain in operating unit. Destroy thirty-five years after transfer of case file.</p>		
33.	<p><u>Index Cards for Death Cases under the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act or the Nonappropriated Fund Instrumentalities Act</u></p> <p>Retain in operating unit. Destroy five years after closing.</p> <p style="text-align: center;"><u>Pending File</u></p>		
34.	<p>Destroy when two years old.</p> <p>This file contains correspondence regarding injuries. The District Office is unable to identify the employing establishment without some correspondence. Much of this file is depicted when the official reports are received. However, some of it never develops into a case and has no value for reference purpose after two years.</p>		
35.	<p><u>Insurance Coverage Cards and Related Correspondence Required under Regulations Covering the Administration of the Longshoremen's and Harbor Workers' Compensation Act, the Defense Base Act, the Outer Continental Shelf Lands Act or the Nonappropriated Fund Instrumentalities Act</u></p> <p>Destroy five years after the expiration of coverage.</p> <p>All employers subject to the above acts are required to carry insurance coverage or act as self-insurers. When</p>		

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
	<p>they take insurance coverage, the insurance carrier files a card with the Office of Workers' Compensation Programs stating the policy number and expiration date. When a new card is received, the old is retired to the inactive file. They lose their reference value after five years.</p> <p style="text-align: center;">DISTRICT OF COLUMBIA COMPENSATION ACT                      DISTRICT OFFICE (#40)</p> <p>36. <u>No Time Lost Cases</u></p> <p>Destroy when five years old.</p> <p>Reports of injuries, sustained by employees while working for employers who are covered by the District of Columbia Compensation Act, and other related records in cases in which no time was lost.</p> <p>37. <u>Lost Time Cases</u></p> <p>Transfer to FRC five years after closing. Destroy thirty-five years after closing.</p> <p>Reports of injuries, sustained by employees while working for employers who have coverage under the District of Columbia Compensation Act and other related records in cases in which time was lost from work.</p> <p>38. <u>Death Cases</u></p> <p>Retain in operating unit. Destroy five years after closing.</p> <p>Reports of injuries resulting in death, sustained by employees while working for employers who are covered by the D.C. Compensation Act.</p> <p>39. <u>Permanent Partial Disability Cases Involving Loss of a Member for which Prosthetic Appliances are Provided Under the District of Columbia Compensation Act</u></p> <p>Destroy two years after the claimant's death.</p> <p>Compensation cases in which purchases of prosthetic appliances are provided in addition to other compensation benefits. Such appliances are authorized during</p>		

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
	<p>the lifetime of the claimants. After the death of the claimant, they would have no further reference value.</p>		
40.	<p><u>Index Cards for No Time Lost Cases</u></p> <p>Destroy when five years old.</p> <p>An alphabetic file containing an index card for each case reported under the District of Columbia Compensation Act in which no time was lost.</p>		
41.	<p><u>Index Cards for Lost Time Cases</u></p> <p>Transfer to FRC 5 years after closing. Destroy thirty-five years after closing.</p> <p>An alphabetic file containing an index card for each case reported under the District of Columbia Compensation Act in which there was a loss of time.</p>		
42.	<p><u>Index Cards for Death Cases</u></p> <p>Destroy five years after case is closed.</p>		
43.	<p><u>Pending File (Correspondence)</u></p> <p>Destroy when two years old.</p> <p>Incomplete reports of injuries. Official reports are never received in these cases.</p>		
44.	<p><u>No Jurisdiction File</u></p> <p>Destroy when two years old.</p> <p>A file is maintained for forms and correspondence relating to injuries over which OWCP has no jurisdiction. This material is indexed when received and filed alphabetically without any type of folder.</p>		

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
45.	<p><u>Coverage Cards (DC-570)</u></p> <p>Destroy five years after expiration of coverage.</p> <p>All employers subject to the District of Columbia Compensation Act are required to carry insurance coverage or to act as self-insurers. When they take coverage, the insurance carriers file cards with OWCP stating the policy numbers and expiration dates. New cards are received each year and the old cards retired to the inactive file.</p>		
46.	<p><u>Coverage Correspondence</u></p> <p>Destroy when two years old.</p> <p>General correspondence with insurance carriers and local firms regarding insurance coverage. This correspondence does not pertain to individual injury cases.</p>		
47.	<p><u>Copies of Monthly Reports Including Statistical Reports</u></p> <p>Destroy when five years old.</p> <p>These are copies of monthly reports sent to the National Office showing number of cases received, workhours devoted to various types of work, disposition of cases, etc.</p>		
48.	<p><u>Correspondence Regarding Rehabilitation of Claimants Under the District of Columbia Compensation Act</u></p> <p>Destroy when five years old.</p> <p>The District Office assists in the vocational rehabilitation of injured employees. This correspondence has no reference value by five years time.</p>		

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
	<p style="text-align: center;">DIVISION OF COAL MINE WORKERS' COMPENSATION (DCMWC)</p> <p>49. <u>X-Rays of Claimants</u> Return to physician when no longer required.</p> <p>50. <u>FCMSA Case Files</u> Transfer to FRC two years after inactive. Destroy ten years after the legal expiration date of this program. (The program is currently set to expire in 1981.) Contains claims for compensation and related materials under the Federal Coal Mine and Safety Act of 1969 as amended.</p> <p>51. <u>Case Locator File</u> Destroy when obsolete or superseded.</p> <p>52. <u>Responsible Mine Operator Files</u> a. Alphabetic Card File of Mine Operators Destroy five years after termination of program. b. Mine Operator Legal Identify Files Destroy five years after termination of program. c. Mine History Files Permanent. Offer to NARS five years after termination of program.</p> <p>53. <u>Records of Insurance Status</u> Destroy 5 years after termination of program. These records include all documents related to contracted insurance coverage or self-insurers.</p> <p>54. <u>DCMWC Claims Summary and Claims Status Reports</u> Destroy when five years old. Reports showing the status of claims on hand.</p>		