

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

2/ma 82/14/

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

Clark Forkel

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 5 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 <u>3/2/82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Elaine F. Jackson</u>	E. TITLE Departmental Records Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>OFFICE OF WORKERS' COMPENSATION PROGRAMS</u> <u>DIVISION OF FEDERAL EMPLOYEES' COMPENSATION</u></p> <p><u>National Office</u></p> <p><u>Master Index</u></p> <p>An alphabetical file containing an index card for every injury reported under the Federal Employees' 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> <p>If the index cards are microfilmed,</p> <ul style="list-style-type: none"> <li>a. Destroy the hard copy when the microfilm has been verified.</li> <li>b. Retain the microfilm in OWCP. Destroy the microfilm when 35 years old.</li> </ul> <p>If the index cards are not microfilmed,</p> <ul style="list-style-type: none"> <li>c. Retain the card in OWCP. Destroy when 35 years old.</li> </ul> <p><u>Mass Data Change Sheet Attached.</u></p>	II-NNA-2450 item 10	16 items

Closed Out: 4-20-82: K.L.D.  
Copy to Agency & All FRCs

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>Listings of Periodic Payments to FECA Beneficiaries</u></p> <p>Copies of transcripts prepared by the U.S. Department of Treasury, listing the names and addresses of payees, case file numbers, amounts paid, check numbers, and dates paid.</p> <p>Destroy when 6 years, 3 months old.</p> <p><u>National and Field Offices</u></p>	II-NNA-2450 item 62	
3.	<p><u>Compensation Case Files Reporting Lost Time and/or Death</u></p> <p>Case files containing 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 performance of their duties and resulting in lost time and/or death.</p> <p>Cut off file when case becomes inactive. Transfer to FARC 2 years after cutoff. Destroy 35 years after cutoff.</p>	NC271-75-1 item 1	
4.	<p><u>Compensation Case Files Reporting No Lost Time</u></p> <p>Reports and other records relating to injuries to civil employees of the U.S. Government sustained while in performance of their duties but in which no time was lost.</p> <p>a. <u>No Lost Time Case<sup>s</sup> involving medical expenses</u></p> <p>(1) <u>Case File</u></p> <p>When case is closed, place file in an inactive status for two years. After two years, remove summary sheet (CA-800) from case file and place in a separate series. Once the summary sheet is removed, destroy the inactive file.</p> <p>(2) <u>Summary Sheet (CA-800)</u></p> <p>If summary sheet is microfilmed,</p> <p>(a) Destroy the hard copy when the film has been verified.</p>	NC271-75-1 item 2	

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5.	<p>(b) Retain the microfilm in OWCP. Destroy the microfilm 35 years after case is closed.</p> <p>If summary sheet is not microfilmed,</p> <p>(c) Retain the summary sheet in OWCP for 3 years, then transfer to FARC. Destroy 35 years after case is closed.</p> <p>b. <u>No Lost Time Cases without Medical Expenses</u></p> <p>If no medical bills are received within 90 days after receipt of the report of injury, return the report of injury to employing agency.</p> <p><u>Bills Paid for Medical and Health Services</u></p> <p>Providers of medical and health services and claimants who request reimbursement for such services submit bills to FECA field offices requesting payment. When a bill is paid, bill and batch payment system form (CA-D-9) are removed from case file and placed in a separate series.</p> <p>If bill and associated batch payment form are microfilmed,</p> <p>a. Destroy hard copy when the film has been verified.</p> <p>b. Retain the microfilm in OWCP. Destroy the microfilm 6 years, 3 months after bill is paid.</p> <p>If bill and associated batch payment form are not microfilmed,</p> <p>c. Retain bill and CA-D-9 for 3 years in office, then transfer to FARC. Destroy when 6 years, 3 months old.</p>	II-NNA-2450 item 9  GRS 6/1	

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6.	<u>Unpayable Bills</u>  If bill is unpayable, remove bill from case file and return to sender.		
7.	<u>X-ray File</u>  Return to sender after the x-ray serves its purpose with OWCP.	II-NNA-2450 item 26	
8.	<u>Summaries for Payments on Cases on the Death Periodic Roll (CA-105) and on the Disability Periodic Roll (CA-106)</u>  When case is closed, place summary in inactive file. If microfilmed, a. Destroy hard copy when microfilm has been verified. b. Retain microfilm in office. Destroy 35 years after case is closed. If summary is not microfilmed, c. Retain in office and destroy 35 years after case is closed.	II-NNA-2450 items 52 and 53	
9.	<u>Claim for Continuance of Compensation on Account of Death (CA-12)</u>  Surviving spouses who are beneficiaries under FECA and its extensions are required to file annual claims for continuance of compensation, swearing that they have not remarried. These statements may be used as evidence in prosecuting or obtaining recovery from beneficiaries who fail to advise OWCP of remarriage and accept compensation to which they are not entitled.  Destroy when 6 years, 3 months old.	II-NNA-2450 item 54          GRS 6/1	
10.	<u>Paid Schedules</u>  Schedules of all disbursements of OWCP compensation payments (CA-102, SF 1166 and SF 1167).  Destroy when 6 years, 3 months old.	II-NNA-2450 item 62          GRS 6/1	

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	<p>This certifies that the microform records described in this schedule will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>		