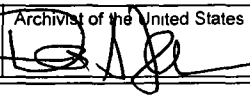
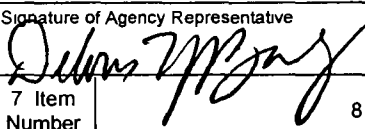


Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To <b>National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>		Job Number <b>N1-386-12-1</b>	
1 From (Agency or establishment) <b>U S Department of Labor</b>		Date Received <b>4/19/12</b>	
2 Major Subdivision <b>Office of the Secretary (OSEC)</b>		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Employees' Compensation Appeals Board (ECAB)</b>			
4 Name of Person with whom to confer <b>Frank W Clubb</b>	5 Telephone (include area code) <b>202-693-6234</b>	Date <b>11 DEC 12</b>	Archivist of the United States 
<b>6 Agency Certification</b> 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 <u>2</u> 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 <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title <b>Departmental Records Management Officer</b>	
		Date (mm/dd/yyyy) <b>04/16/2012</b>	
7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	See attached descriptive listing of record series items	N1-174-11-1	

**U.S. Department of Labor  
Employees' Compensation Appeals Board (ECAB)**

**Introduction:** This records schedule covers the records of the U.S. Department of Labor (DOL), Employees' Compensation Appeals Board (ECAB), and will be used in conjunction with the National Archives and Records Administration's General Records Schedule and other appropriate (DOL) records schedules. This record schedule supersedes DOL record schedule Job Number N1-386-92-001.

**Background:** The ECAB was created in 1946 by statute in the Federal Security Agency to hear appeals taken from determinations and awards under the Federal Employees' Compensation Act (FECA) with respect to claims of federal employees injured in the course of their employment. Effective 24 May 1950, ECAB and its functions were transferred to the U.S. Department of Labor. The Board consists of three judges, appointed by the Secretary of Labor, one of whom is designated as its Chief Judge and Chairman of the Board. The Board has final authority to determine the liability of the Federal government with respect to the disability or death of employees injured in the scope of their employment. There is no further administrative or judicial appeal of ECAB decisions.

The Board's mission is to hear and decide cases on appeal from decisions of the Office of Workers' Compensation Programs (OWCP) in an impartial and expeditious manner. The decisions of the Board are made in accordance with its statutory mandate, based on a thorough review of the case record as compiled by OWCP. OWCP, not the ECAB, is the official custodian of appealed cases.

## 1. Official Record File

Official Case and Docket Files are arranged by year of appeal and thereunder by docket number. These files include appeals of decisions from OWCP

~~a. **Official Record File. Disposition:** Return to the OWCP for disposition according to that agency's approved records schedule~~

Filing Instruction

- (1) b. **Docket File Disposition: Temporary** Cut-off files annually at the end of the fiscal year (FY) in which the appeal is docketed Transfer to a Federal Records Center (FRC) in one year blocks 1 year after cut-off Destroy 20 years after cut-off

## Decisions and Orders

Decisions and Orders are arranged by year of appeal and thereunder by consecutive docket number. The official record copy is entered into the Office of Workers' Compensation Program's (OWCP) Integrated Federal Employee's Compensation System (iFECS) An ECAB record copy is posted to the ECAB section of the DOL Appeals Management System (AMS) website ([http //www.dol.gov/ecab/decisions.htm](http://www.dol.gov/ecab/decisions.htm))

2. ~~ECAB Docket File Copy – provided to Boards' Office of the Clerk of the Boards (OCAB) for filing in the case docket file~~

~~**Disposition: Temporary** Destroy as part of ECAB Docket File (see paragraph 1 b. above).~~

Filing Instruction

3. Recordkeeping Signed File Copy (Electronic -Primary) Accumulation  
Yearly; Arrangement By FY and consecutive docket number, Amount on Hand. Five (5)  
CD Roms

(2) Disposition **Permanent** Transfer signed copies of decisions and orders in pdf format dating up through 2010 to NARA in accordance with 36 CFR 1228.270 and NARA pdf format guidance located at [http //www.archives.gov/records-mgmt/initiatives/pdf-records.html](http://www.archives.gov/records-mgmt/initiatives/pdf-records.html) Thereafter transfer previous years set of decisions at the end of the next calendar year (2011 to be transferred at the end of 2012)

ECAB will maintain a copy of the decisions and orders in electronic format until no longer needed for business operations

#### **4. General and Miscellaneous Files of the Board (ECAB)**

Miscellaneous office documents including Judge-Member correspondence, draft decisions, pre-appeal correspondence, and any other administrative material either in paper or electronic format that does not become part of the docket file

(3) **Disposition. Temporary.** Maintain at agency Destroy when superseded or determined obsolete, or upon the termination of an ECAB Judge or employee, whichever comes first