

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 11 N1-386-92-1	DATE RECEIVED 9-4-92
1. FROM (Agency or establishment) DEPARTMENT OF LABOR		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION EMPLOYEES' COMPENSATION APPEALS BOARD			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kendra Kackley	5. TELEPHONE 401-8066	DATE 2/26/93	ARCHIVIST OF THE UNITED STATES Acting Raymond A. Mosley

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 \_\_\_ 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 9-4-92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul G. Palko</i>	TITLE Departmental Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>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.</p> <p>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.</p> <p>This records schedule supersedes all other records schedules of the ECAB, and is to be used in conjunction with the General Records Schedule (GRS).</p> <p><i>Copies sent to Agency, NW, N, FT, NCF, NIA 3/2/93</i></p>		

## 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 (OWPC). 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 decisions 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: Retire to FRC 1 year after case is closed. Destroy 20 years after case is closed. Supersedes NC1-386-81-1, item 2.

## 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.

Disposition: ~~Retire to FRC 5 years after close of case. Destroy 20 years after close of case.~~ <sup>Destroy when no longer needed.</sup> Supersedes NC1-386-81-1, item 3a. CAS 1/11/93

- b. **DOCKET LOGS.** The file consist of sequential log-type forms 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: Retire to FRC 3 years after case is closed. Destroy 20 years after case is closed. Supersedes NC1-386-81-1, item 3b.

## 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: Destroy when superseded or obsolete, or upon termination of the Board member, whichever is sooner. Supersedes NC1-386-81-1, item 4.

#### **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 than 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. Supersedes NC1-386-81-1, item 5.

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

Disposition: Destroy when no longer needed.

#### **5. ANNUAL REPORTS AND BOARD DECISIONS, 1916-1941**

##### **a. ANNUAL REPORTS OF PREDECESSOR AGENCY, US EMPLOYEES' COMPENSATION COMMISSION, 1924-1929.**

Arrangement: chronological  
Amount on hand: 1 cubic foot

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

##### **b. ANNUAL REPORTS AND BOARD DECISIONS OF PREDECESSOR AGENCY, US EMPLOYEES' COMPENSATION COMMISSION, 1916-1941.**

Arrangement: chronological  
Amount on hand: less than 1 cubic foot

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

## **6. LEGISLATION REFERENCE FILES**

The files contain working papers pertaining to the evolution and the legislative history of the Federal Employees Compensation Act and predecessor legislation. Records include the DOL library copy of legislation and copies of related correspondence with the Office of the Solicitor and the Director, Office of Workers' Compensation Programs (OWPC).

Disposition: Destroy when superseded or obsolete. Supersedes NC1-386-81-1, item 1.