

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

1. Requesting Agency
ACCIDENT FUND

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. MINUTES

Quantity: 6 linear inches
Dates: June 1941 - -

The Accident Fund was separated from the State Industrial Accident Commission in 1941; minutes of the Fund exist from the date of separation.

RECOMMENDATION: RETAIN PERMANENTLY

2. COMPENSATION CLAIM FOLDERS

Size: 8 1/2" x 11"

Quantity: 195 linear feet in storage, 251 letter-size drawers (total 508 cubic feet)

Dates: January 1943 - -

File Arrangement: Numerical

Annual Accumulation: 40 drawers (60 cubic feet) (Rate is increasing annually)

Disposable Amount: 80 cubic feet

Audited by: State

Indexed: By year and alphabetically therein

A folder is prepared for each claim on which the Accident Fund makes compensation or medical payment. The following records are contained in the folder:

Folder - the folder shows the names of the employer and the injured employee, case number, medical payments and

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7. Agency, Division or Bureau Representative

Richard K. Higgins
Signature

Supt.
Title

6-30-55
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

7/7/55
Date

Morris S. Stoddell
Archivist

JUL 1 1 1955
Date

W. McEusear
Secretary

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4.
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- compensation payments
- C-1 Employer's First Report of Injury
- C-2 Surgeon's Report
- C-3 Surgeon's Final Report and Bill
- SIAC-108 c/30 Award of Compensation
- SIAC-108 c/39 Notice of Claim
- SIAC-5A Statement of Compensation Paid (Final Settlement Receipt)

Other records which may be included in the folder are:

- SIAC-108 C/29 Notice of Hearing
- Transcript of Hearing
- Medical Reports
- Surgeons' Bills
- Druggists' Bills
- Correspondence
- Records of appeals and Court cases

After the case is closed and the Final Settlement Receipt filed, there is occasional reference to the file. Experience has shown that the records have no value ten years after final settlement. The State Industrial Accident Commission files duplicate those of the Accident Fund except for payment records and correspondence. The Accident Commission records are retained permanently.

Two alphabetical indexes are maintained; one is arranged according to the name of the claimant, the other according to the name of the employer. They both show the claim number and the date of the injury. The recommendation below applies to the indexes as well as to the claim folders.

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER FINAL SETTLEMENT, AND THEN DESTROY.

3. CLAIM LEDGERS

Size: 11½" x 18"
 Quantity: 4½ cubic feet
 Dates: 1914 - -
 File Arrangement: Chronological
 Annual Accumulations: 4½ cubic feet (this rate is increasing annually)
 Audited by: State

MAINTAINED BY
 BOARD OF PUBLIC WORKS
 Date ... APR 1 1955

J. McLaughlin
 Secretary

Claim Ledgers are maintained in four categories. These are:

- Ledger A - Compensation Payments
- Ledger B - Medical Payments
- Ledger S - State Employees - Compensation and Medical Payments
- Permanent Award Ledger - payments made to claimants who have sustained permanent disabilities, or

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to their heirs.

Information shown is the check number, claim number, name of claimant, period covered by check, date of injury, date of check and amount of check. The check is prepared at the same time the ledger is posted - the ledger being in fact a carbon of the check. The total payments made each day in each category are also posted in the agency's Journal and Ledger. The Journal and Ledger are permanent books of account.

Total payments made to each claimant are posted to the claim docket (See Item 3).

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

4. CLAIM DOCKET

Size: 12" x 16"
 Quantity: 2 linear feet
 Dates: 1940 - -
 File Arrangement: Numerical
 Annual Accumulation: 4 linear inches
 Audited by: State
 Indexed: Alphabetically - (Index to Claim Folder, Item 1)

This docket shows names of claimant and employer, policy number, claim number, date of accident and the total amount paid on the claim in two categories - medical and compensation payments.

RECOMMENDATION: RETAIN FOR TWENTY-FIVE YEARS, AND THEN DESTROY.

5. CANCELED CLAIM CHECKS

Size: 3 1/2" x 8 1/2"
 Quantity: 48 document drawers and 44 transfiles (30 cubic feet)
 Dates: 1943 - -
 File Arrangement: Chronological
 Annual Accumulation: 2 1/2 cubic feet
 Disposable Amount: 5 cubic feet
 Audited by: State

The canceled checks are necessary for proof of payment for several years after settlement has been made. Experience has shown that after ten years there is no further reference to them.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

6. POLICY FOLDER

Quantity: 100 letter-size drawers (150 cubic feet)
 Dates: 1944 - -

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1955
 Date: 11 11 1955
J. Meluski
 SECRETARY

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File Arrangement: Numerical
Annual Accumulation: 6 cubic feet
Disposable Amount: 6 cubic feet
Audited by: State
Indexed: Alphabetical on 4" x 6" cards

A folder is prepared for each policy holder using the insurance facilities of the Accident Fund. Documents filed in the folder are listed below:

- B-3 Application for Insurance
- B-23 Payroll Report - submitted semi-annually or annually by the policy holder; used to compute the premium
- Invoice - premium due notice to policy holder - shows also any credits and balance
- Payroll Audit Sheet - work sheet used by the agency auditors when they make periodic audits of the policy holders' books.
- Cancellation Order - after cancellation and final audit, the folder is placed in the inactive file.

Other records which may be filed in the folder are:

Joint Election forms - certain types of employment are necessarily covered by the insurance policy. Coverage of the job classifications is at the joint discretion of the employee and the employer. When coverage is desired by both parties the joint election form must be filed with the Accident Fund.

Assignment of Policy

Correspondence

Statistical Information - prepared at the request of the policy holder regarding claims which are chargeable to the premium rating.

Folders are placed in the inactive file after the policy has been canceled and the final audit completed. There is occasional reference to the inactive file for a period of ten years.

The alphabetical index shows the policy holder's name, policy number, address, effective date, and job classification code numbers covered by the policy. The recommendation below applies to the index as well as the policy folder.

RECOMMENDATION: RETAIN WHILE ACTIVE AND FOR TEN YEARS THEREAFTER AND THEN DESTROY.

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BOARD OF PUBLIC WORKS

Date JUL 11 1955

J. Melusker
Secretary

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7. LEDGER SHEETS - POLICY PREMIUMS

Size: 9½" x 11"
 Quantity: 12 cubic feet
 Dates: 1914 - -
 File Arrangement: Numerical
 Annual Accumulation: 3 linear inches
 Disposable Amount: 4 cubic feet
 Audited by: State

A ledger sheet is prepared for each policy holder showing policy number, name, premium payments, credits and balance. Also shown are the job classification code numbers covered by the policy and the premium rate in each classification. As sheets are filled, they are moved to an inactive file and new sheets prepared. Ledger sheets for canceled policies are placed in the canceled file.

RECOMMENDATION: RETAIN FOR TEN YEARS AFTER POLICY IS CANCELED AND THEN DESTROY.

8. MERIT RATING CARDS

Size: 5" x 8"
 Quantity: 4 drawers (1½ cubic feet)
 Dates: 1952 - -
 File Arrangement: Alphabetical
 Annual Accumulation: 1 linear foot
 Audited by: State

These cards are prepared annually, one for each policy holder. They are used to establish new premium rates according to the policy holder's experience rating. After the new rating has been established, there is very little reference to the cards.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

9. DAILY CASH RECEIPTS

Form No.: CD-3
 Size: 11" x 13½"
 Quantity: 4 cubic feet
 Dates: 1939 - -
 File Arrangement: Chronological
 Annual Accumulation: 2 linear inches
 Disposable Amount: 2 cubic feet
 Audited by: State

Daily listing of premium receipts and other cash receipts. Receipts are also posted to permanent books of account. The listing is referred to for several years for purposes of establishing payment or

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BY _____
 TINKS
 Date: _____

 Secretary

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10.

ACCOUNTING RECORDS

non-payment by the policy holders.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY

Quantity: 4 drawers plus 18 linear feet (total 23 cubic feet)
Dates: 1941 - -
File Arrangement: Chronological
Annual Accumulation: 1 1/2 cubic feet
Disposable Amount: 17 cubic feet
Audited by: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. (The final book of entry is to be retained permanently.) Specifically these supporting records are:

Comptroller of the Treasury

Form No.

- E-1-S Distribution of Charges
- E-1 and E-2 Transmittal
- DD-1 Certificate of Deposit and Bank Deposit Slip
- R-2 (formerly MR-2) Monthly Report of State Funds Collected and Deposited
- Distribution of Unexpended and Obligated Balances
- Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

- 1-A Requisition for Supplies
- 47-A Purchase Order
- 100-16 Out-of-Schedule Requisition for Supplies
- 39-A and 40-A Stores Requisition
- CF-2 Copy of Contract Awarded
- CF-1 Capital Fund Requisition for Equipment
- 100/21 Actual Emergency and Repairs Report
- 27-A Copy of Contract Awarded
- CF-3 Copy of Contract Awarded
- Delivery Invoice
- 26-A Notice of Award of Contract
- 52 Credit Memorandum
- 51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

- BB-1 (Rev.) Formerly BB-1 and BB-2
- Budget Schedule Amendment Sheet

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BOARD OF PUBLIC WORKS
Date: JUL 11 1955

[Signature]

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B.P. Inv. R101	Report of Fixed Assets (Annual)
B.P. Inv. R102	Report of Materials and Supplies (annual)
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)
BB-40	Request for Position Action
Budget Form Nos. 1 thru 11	Budget Estimates Fiscal Year (13 pages including farm statement)
B.P. Inv. 1	Stores Record
B.P. Inv. 2	Equipment Record
B.P. Inv. 3	Motor Vehicle Record
	Memorandum of Adjustment
	Others
	Vendors Invoices
	Bank Deposit Slips
	Bank Statements
	Bank Deposit Receipts
	Canceled Checks
VA-9	Policy Holders Invoices (Bill Heads)
	Cash Receipts - original and 1 copy
	Canceled Checks - petty cash
	Refund Receipts
	Investigators expense Accounts

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

11. MASTER AUTHORIZATION

Size: 5" x 8"
Quantity: 1/2 cubic foot
Dates: 1953 - -
File Arrangement: Alphabetical
Annual Accumulation: 1 linear inch
Audited by: State

This state-wide form of the Commissioner of Personnel is the Authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

12. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll

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[Handwritten signature]
NOV 11 1953

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form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

13. LEAVE RECORDS

Quantity: 2 cubic feet
Dates: 1950 - -
File Arrangement: Alphabetical
Annual Accumulation: 6 linear inches
Disposable Amount: 1/2 cubic foot
Audited by: State

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BOARD OF PUBLIC WORKS
Date: 5/10/54
J. Melus
Secretary

File includes the following records:

- Leave record card - Form SEC 128-A - standard state-wide form, prepared annually for each employee
- Leave applications
- Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

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11. STATISTICAL PUNCH CARDS

The IBM punch cards prepared and used by the statistical Division are used in the preparation of the annual report, statistical reports for the actuary and to balance monthly and annual premium receipts and claim payments. For actuarial purposes the cards are retained for ten years. The information on the cards is obtained from source records of the Accident Fund which are maintained for not less than ten years. The punch cards are therefore considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of 1951).

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APPROVED BY
BOARD OF PUBLIC WORKS
Date ... JUL 21 1955

[Handwritten Signature]