

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

1. Requesting Agency: WORKMEN'S COMPENSATION COMMISSION
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 or Xerox originals if not microfilmed would be retained for the period of time indicated. *Supersedes # 269; Item 427 (Oct. 1963)*

4. Item No. 5. Description of Records. 6. Recommendation of Hall of Records and Board of Public Works.

1. CLAIMS FOLDERS

1932-1941 Destroyed

Dates: 1914 - -

Quantity: At Hall of Records: 1914-1931 (on microfilm)
~~At Department of Budget and Procurement Warehouse, 1932-1947, 1200 cubic feet~~
At State Record Center, (1948-1952), 473 cubic feet
In Commission offices, 1952 - - 784 cubic feet
(total, 2,457 cubic feet) 1956 - -

File Arrangement: Numerical by claim number
Annual Accumulation: 80 cubic feet
~~Disposable Amount: 800 cubic feet~~
Index: Yes, see Item 2 (Sch. 360)

The Claims Division processes all claims for awards for workmen's compensation which are not contested. After the claim is completely processed, the folder contains the following documents:

- SF-1 Employer's First Report of Injury
- SF-2 Surgeon's Report
- 108/C7 Employee's Claim for Compensation
- 108-A-11 Certification of Insurance

1942-1955
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HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Walter M. Gardner
Signature

Chairman

Title

11/3/1959

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.

11/4/1959
Date

Monie S. Redoff
Archivist

NOV 9 1959

Date

Andrew G. Huelshoff
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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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One and frequently more than one of the following documents:

- 108/C/39 Notice to Employer and Insurance Carrier of Employee's Claim
- C-36 Award of Compensation - Temporary, total, and permanent partial
- 108-C-34 Award of Compensation - permanent
- 108-C-30 Award of Compensation - Temporary total
- J/1 Supplemental Award of Compensation
- 108-C-40 Application for lump sum payment
- Correspondence
- 5A2 Statement of Compensation Paid (Item 9, Schedule No. 359)

In cases of death the following Compromise Agreement forms are used:

- C-21 Proof of Death - Physician
- C-18 Proof of Death - Undertaker
- 108-C-14 Claim for Compensation by widow *or dependents*
- 108-C-15 Claim for Compensation by Dependents *(other than widow)*

Claims which are contested are forwarded to the Hearing Division for processing. Claims folders for hearing cases contain the same records noted above for uncontested claims, plus material added as a result of the hearing and of appeals when made. This additional material includes:

- Decision of Court, *WCC* ~~SIAC~~ orders resulting from court decisions ~~(108-C-11 Digest of case)~~
- Correspondence - including form letters
- Transcribed hearing reporters notes

RECOMMENDATION: RETAIN FOR EIGHTEEN YEARS; RETAIN IN COMMISSION OFFICES FOR SEVEN YEARS AND THEN TRANSFER TO STATE RECORD CENTER AND RETAIN THERE FOR AN ADDITIONAL ELEVEN YEARS. THEN DESTROY.

2. INDEX TO CLAIMS

Size: 3" x 5"
 Dates: 1914 - -
 Quantity: 1914-1935 - at Hall of Records (120 drawers, 18 cubic feet)
 1935-1943 - in basement storage (50 drawers and 71 boxes, 14 cubic feet)
 1943 - -, in office, 95 drawers (14 cubic feet)
 (total, 46 cubic feet)
 File Arrangement: Alphabetical
 Annual Accumulation: 1 cubic foot

APPROVED BY
BOARD OF PUBLIC WORKS

NOV 1959

Andrew H. ...
SECRETARY

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HALL OF RECORDS COMMISSION

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Individual index cards are prepared for each claim filed. Information noted is: claimant's name, claim number, employer, insurance carrier, and date of injury. If the case goes to hearing, it is so stamped.

A numerical index is also prepared showing the same information. This is used primarily as a quick reference source rather than going to the claim folders. The numerical index is retained in the office for a period of three years, after which it is destroyed. An alphabetical index to hearing cases was maintained by the Hearing Division during the period 1924-1953. It occupies 59 drawers (9 cubic feet). The maintenance of this index was discontinued, since it was a duplication of the alphabetical index in the Claims Division. These two indexes - the numerical in the Claims Division and the alphabetical in the Hearings Division - are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 179 of the 1957 Annotated Code). The recommendation below applies only to the alphabetical index in the Claims Division.

RECOMMENDATION: RETAIN PERMANENTLY.

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HALL OF RECORDS COMMISSION

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NOV 9 1959
[Signature]
SECRETARY