

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

Maryland State Accident Fund

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><u>Closed Claim Folders - Regular and State</u></p> <p>Individual folders for each claim filed with Workmen's Compensation Commission. Each folder contains all or some of the following:</p> <ul style="list-style-type: none"> a. Name of injured employee b. Case number and statistical coding information c. Accident report d. Claim form e. Formal orders and awards of the Workmen's Compensation Commission f. Investigative reports g. Police reports h. Medical reports i. Doctor and hospital bills j. Correspondence k. Legal pleadings l. Case evaluation summary and memos 	<p>Retain in office for six (6) years, transfer to a State Records Center for forty-four (44) years thereafter, then destroy.</p>
2	<p><u>Employee Folders - Regular and State</u></p> <p>An individual folder is created for an employer to record the name, date and file number of each injured employee. The folder or folders, contain all accident reports and related medical reports and bills.</p>	<p>Retain in office for five (5) years, transfer to a State Records Center for fifteen (15) additional years, then destroy.</p>

Schedule approved by Department, Agency or Division Representative

Richard C. Cramer
Signature

[Signature]
Title

4-29-77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

8/1/77 *Edward C. Cooper, Jr.*
Date Archivist

Date Secretary

Item No.	Description	Retention
3	<p><u>Name File Index Cards - State and Regular Employees</u></p> <p>This file series is a cross index file with the claim folders. The file is arranged according to name of injured employee. 3" by 5" cards contain the following data:</p> <ul style="list-style-type: none"> a. Name of injured employee b. Name of employer c. Date of injury d. File number e. Injury code f. Name of claim control unit 	<p>Retain in office for six (6) years, transfer to a State Records Center for forty-four (44) additional years, then destroy.</p>
4	<p><u>Cancelled Claim Checks</u></p> <p>The cancelled checks are necessary for proof of payment after settlement has been made.</p>	<p>Retain checks in State Records Center for forty (40) years, then destroy.</p>
5	<p><u>Policyholder Master Index File</u></p> <p>This record contains policyholder's name and address and includes manual class numbers. It is filed alphabetically by policyholder's name.</p>	<p>Retain in office until policy is cancelled, transfer to a State Records Center for ten (10) additional years, then destroy.</p>
6	<p><u>Merit Rate Listing</u></p> <p>This record is a computer run of historical information on each policy used to arrive at the actual rate charged the employer.</p>	<p>Retain in office for two (2) years, transfer to a State Records Center for two (2) additional years, then destroy.</p>
7	<p><u>Policy Folders</u></p> <p>A folder is prepared for each policyholder using the insurance facilities of the State Accident Fund. Documents filed in the folder are:</p> <ul style="list-style-type: none"> a. Application for insurance b. Payroll report c. Invoice 	<p>Remove bad debit folders. Retain all other records in office until policy is cancelled, transfer to a State Records Center for ten (10) years thereafter, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item	Description	Retention
	<p>d. Payroll audit sheet</p> <p>e. Cancellation order</p> <p>8 <u>Claims Docket</u></p> <p>The dockets are arranged in numerical sequence by the fiscal year. The dockets show the following information:</p> <p>a. Name of claimant</p> <p>b. Date of docket</p> <p>c. Manual number</p> <p>d. Claim number</p> <p>e. Social Security number</p> <p>f. Injury code</p>	<p>Retain in office for two (2) years, transfer to a State Records Center for forty-eight (48) additional years, then destroy.</p>
	<p>9 <u>Claims Ledger</u></p> <p>The claims ledger is filed by policy number. This record series contains the following information:</p> <p>a. Check number</p> <p>b. Claim number</p> <p>c. Name of claimant</p> <p>d. Period covered by check</p> <p>e. Date of injury</p> <p>f. Date of check</p> <p>g. Amount of check</p> <p>h. Policy number</p>	<p>Retain in office while active, transfer to a State Records Center to total fifty (50) years, then destroy.</p>
	<p>10 <u>Status Journals</u></p> <p>This record contains the history of any payments and adjustments made to policyholder accounts. Also included are manual numbers, records, or any refunds, and status of account.</p>	<p>Retain in office for two (2) years, retire to a State Records Center for ten (10) additional years, then destroy.</p>