

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 *(See Instructions on reverse)

Rec'd NCO 14 Jul 80

TO **GENERAL SERVICES ADMINISTRATION,**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health and Human Services

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Human Resources

4. NAME OF PERSON WITH WHOM TO CONFER
Ernest P. Lardieri

5. TEL EXT
FTS 934-5770

LEAVE BLANK	
JOB NO	NC1-47-80-14
DATE RECEIVED	July 14, 1980
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
WITHDRAWN	
Date	Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 7/9/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>D. Guy S. ...</i>	E. TITLE Departmental Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p style="text-align: center;"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF HUMAN RESOURCES</u></p> <p><u>Workmen's Compensation Case Files</u></p> <p>Case files containing documentation developed in workmen's compensation cases of work-related injuries sustained by SSA employees. Documentation in the case file may include, but not be limited to, Department of Labor (DOL) Forms CA-1 and CA-2, Federal Employee's Notice of Injury or Occupational Disease; CA-3, Report of Termination of Total or Partial Disability; CA-8, Claim for Continuing Compensation on Account of Disability; CA-16, Request for Examination and/or Treatment; and CA-20, Attending Physician's Report; physicians' and hospital reports and bills; certificates of medical treatments; payment documentation; case status information; and related correspondence. A record case file for each workmen's compensation case is maintained by Employment Standards Administration, DOL.</p> <p>Transfer to the Washington National Records Center (WNRC) 1 year after case is closed. Retain in WNRC for 4 additional years. Destroy after a total 5 years' retention after inactivation.</p>		<p style="text-align: center;">WITHDRAWN</p> <p style="text-align: right;"><i>1 item</i></p>

115-107
Closed as Withdrawn