



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Workers Compensation

Sub-Section:

TITLE: Dispute Resolution Mediations

CUTOFF:EOCY in which dispute resolved

DESCRIPTION: Records include dispute resolutions between the employee filing a worker's compensation claim and the employer responsible, prior to litigation.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6449

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Employee Injury Index Files

CUTOFF:

DESCRIPTION: Card file listing employees under the workers' compensation program.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Records microfilmed.

DISPOSITION ACTION: Permanent

SERIES: 22853

SERIES STATUS: Approved

APPROVAL DATE:

10/31/1996

TITLE: Insurance Proof of Coverage Files

CUTOFF:EOSFY

DESCRIPTION: Records contain insurance policy information for individual employees. The information is submitted by the employer to the Division of Worker's Compensation.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES: For records filed after January 1, 1994, documents are filed electronically. If documents are submitted in a paper format they are scanned, indexed and stored electronically.

DISPOSITION ACTION: Destroy

SERIES: 6445

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Workers Compensation

Sub-Section:

TITLE: Physical Rehabilitation Records

CUTOFF:EOCY

DESCRIPTION: Medical records of employees who received physical rehabilitation benefits from the Second Injury Fund, including, but not limited to treatment dates, treatment notes, rehabilitation referrals, physician reports and approvals.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23857

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Self-Insurer Files

CUTOFF:EOCY

DESCRIPTION: Records contain applications all supporting documentation filed by a self-insured entity such as a group trust, or self-insured employer. Records are used for ongoing regulation.

RETENTION: Years: 125 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6443

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Tort Victims' Compensation File

CUTOFF:Close of Case

DESCRIPTION: Documentation relating to a tort victim's compensation claim. Records include, but are not limited to, applications, affidavits, accident/incident reports, tort-feasor insurance documents, claimant insurance documents, medical records, medical bills, and legal documents. Records created per 8 CSR 50-8.010 and 537.678.2 RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 24143

SERIES STATUS: Approved

APPROVAL DATE:

11/15/2016



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Workers Compensation

Sub-Section:

TITLE: Workers Compensation Claim Administration and Legal Files

CUTOFF: Close of case

DESCRIPTION: Correspondence and legal files relating to Workers' Compensations Claim files. Records may include, but are not limited to correspondence from legal counsel, research items, committee meeting notes, self-insurance research, bankruptcy documentation and insolvency documentation.

RETENTION: Years: 75 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22855

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Workers' Compensation File

CUTOFF:EOCY

DESCRIPTION: Records include all documents relating to a reported work-related injury of employee. This may include, but is not limited to reports of injury, medical records, claims, answers to claims, notices, correspondence, settlements, awards, appeals, and all other documents related to each workers' compensation case.

RETENTION: Years: 125 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6446

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Workers Compensation Hearings Recordings

CUTOFF:EOCY

DESCRIPTION: Audio recordings of worker's compensation hearings. The recordings are transcribed as necessary for worker's compensation cases.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES: The recordings are stored on multiple types of media including stenographic notes, audio cassette tapes and compact discs.

DISPOSITION ACTION: Destroy

SERIES: 6448

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Fraud and Noncompliance Unit

Division: Workers Compensation

Sub-Section:

TITLE: Criminal Investigation Case Files

CUTOFF: EOCY

DESCRIPTION: Records include the allegation, receipt of complaint letter, confidential information, depositions, insurance declaration pages, investigative memoranda, confidential information from outside sources, exhibits and any other information pertinent to the case investigation.

RETENTION: Years: 99 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6451

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013