



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Worker's Compensation Board

Agency: Worker's Compensation Board of Indiana		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-2438	<b>SELF-INSURANCE FORMS</b> Employers who wish to be recognized as self-insured must obtain agency approval. This record series includes an application, supporting documents such as bonds, and a certificate of approval. Retention based on IC 22-3-7-28.	TRANSFER to the RECORDS CENTER three (3) years after the last certificate of approval. DESTROY after an additional thirty-two (32) years.
2	83-804	<b>ACCIDENT FILES</b> Records of injuries sustained in the course and scope of employment where the claim for benefits is not disputed. Initiated by filing the First Report of Injury and any subsequent reports filed, in hard copy or electronic format, during the informal dispute resolution process. May include correspondence and related records from the Ombudsman's Office. Disclosure may be affected by IC 22-3-4 and -7. Retention based on IC 22-3-7-9.	TRANSFER to the RECORDS CENTER three (3) months after the final award. DESTROY after an additional twelve (12) years in the RECORDS CENTER.
3	83-805	<b>CLAIM FILES</b> Records relating to disputed claims for workmen's compensation that are subject to hearing and decision by the Worker's Compensation Board. May include correspondence and related records from the Ombudsman's Office. Confidential, [IC 22-3-4-3, (1995 Supplement)] Retention based on IC 22-3-3-8 and IC 22-3-3-3, (1993 Edition)	TRANSFER to the RECORDS CENTER three (3) months after the final award. DESTROY after an additional twelve (12) years in the RECORDS CENTER.
4	83-816	<b>WORKER'S COMPENSATION AND OCCUPATIONAL DISEASE INSURANCE COVERAGE FORMS</b> Record consists of correspondence regarding an employer's Worker's Compensation and Occupational Disease Coverage. Retention based on IC 22-3-7-28.	TRANSFER to the RECORDS CENTER three (3) years after the last certificate of approval. DESTROY after an additional thirty-two (32) years.
5	92-73	<b>NOTICE FOR WORKER'S COMPENSATION AND OCCUPATIONAL DISEASE COVERAGE, SPECIFIC AND CONTINUOUS TERM, STATE FORM NUMBER</b> Specific term coverage is coverage from one to three (1-3) years. Continuous coverage is coverage until it is cancelled, normally for life. Retention based on IC 22-3-5-5, (1998 Edition)	DESTROY three (3) years after receipt of the notice of cancellation of the coverage.
6	93-78	<b>INDEPENDENT CONTRACTOR EXEMPTION FORMS</b> This action established an annual application process for independent contractors to be recognized as such by the Worker's Compensation Board and the Indiana Department of Revenue. Approved independent contractors are issued validated exemption certificate affidavits. A filing fee is also required. Disclosure may be affected by IC 4-1-8-1. Retention based on IC 22-3-7-28.	TRANSFER to the RECORDS CENTER three (3) years after the issuance of a certificate of exemption and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional thirty-two (32) years.
7	94-47	<b>CERTIFICATE OF COMPLIANCE FORMS</b> This record contains correspondence that may result in a certificate of compliance being issued to verify that an insurance company has issued a policy insuring the liability to pay compensation to employees of the employer pursuant to state statute (IC 22-3-2-5, IC 22-3-5-2, and IC 22-3-7-34). After issuance, these forms are maintained by the Board in electronic format. Retention based on IC 22-3-7-28.	TRANSFER hard copy records to the RECORDS CENTER after certification of the proof of insurance and after the information is entered into a computer database. DESTROY after an additional thirty-five (35) years. DELETE computer information when outdated or replaced.