



RECORDS RETENTION AND DISPOSITION SCHEDULE

Personnel, Department of. Benefits, Disability And Worker's Compensation

Agency: Benefits, Disability And Worker's Compensation Division:			
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	2002-36	WORKERS' COMPENSATION CLAIM FILES These records consist of the Employer's First Report of Injury, Illness, State Form Number 34401(R, 01/2002); medical information, correspondence from health providers, the claimant or attorneys, or the state government agency in which the claimant worked, agreements to compensation for temporary wage replacement and impairment settlement, official notices, and case manager notes. Some files contain a payment record. These records are developed and maintained by the State Personnel Department and by its Third Party Administrator (TPA) who sets up and administers claims per the contract. Confidential, [IC 5-14-3-4(a)(9), and IC 5-14-3-4(b)(8)(A), (2001 IC Supplement)] Retention partially based on IC 34-13-1-1, (1998 Edition), plus the advice of the attorney for the State Personnel Department.	TPA: DELETE twenty-five (25) years after closure, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the year of closure. Agency: If relationship between the agency and TPA ends, TRANSFER electronic records to agency and retain as above.
2	89-145	COBRA FILES (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT) COBRA = the Consolidated Omnibus Budget Reconciliation Act. This file contains offers or continuations of health insurance to state employees who have left state service. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after one (1) year. DESTROY after an additional nine (9) years in the RECORDS CENTER.
3	94-02	DISABILITY CLAIM FILES This claim file consists of the employee application for benefits, medical information, general correspondence and payment records for the individual disability claim. These electronic records are developed and maintained by a third party administrator (TPA) which sets up and administers claims per the contract. Disclosure of these records may be affected by IC 5-14-3-4.	TPA: DELETE twenty-five (25) years after closure, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the year of closure. Agency: If relationship between the agency and TPA ends, TRANSFER electronic records to agency and retain as above.
4	2002-35	DISABILITY MINIMUM BENEFIT RECORDS These records consist of a list for each payroll period of claimants who are paid Minimum Disability Benefits (Health, Life, Dental, Vision and EAP premiums only) plus worksheets to calculate pay period premium amounts. These electronic records are developed and maintained by a third party administrator (TPA) which sets up and administers claims per the contract, then transfers the records to the State Personnel Department upon closure of the claim. Retention based on IC 34-13-1-1.	TPA: DELETE ten (10) years after closure, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the year of closure. Agency: If relationship between the agency and TPA ends, TRANSFER electronic records to agency and retain as above.
5	2002-37	WORKERS' COMPENSATION PAYMENT RECORDS These records consist of worksheets showing the calculation of and payment schedule of temporary total disability benefits, and payment summary sheets showing the payee, claimant, amount, and dates of the temporary total disability and medical payment vouchers submitted to the Office of the Auditor of State for processing. Workers' Compensation claims may require payments for up to ten (10) years from the date of injury. These records are developed and maintained by the State Personnel Department and by its Third Party Administrator, which sets up and administers claims per the contract. Retention based on IC 34-13-1-1, (1998 Edition)	TRANSFER from third party administrator to agency two (2) years after the end of the fiscal year in which the file was closed. TRANSFER from agency to the RECORDS CENTER after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the year of agency receipt. DESTROY after an additional eight (8) years in the RECORDS CENTER.

6	2002-38	CONTRACT LOSS REPORTS These records consist of monthly listings of claims (Disability and Workers' Compensation) reported to the Third Party Administrator. The reports are sorted by agency, inquiry type and other variables. Retention based on IC 34-13-1-1.	TPA: DELETE ten (10) years after closure, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges for the year of closure. Agency: If relationship between the agency and TPA ends, TRANSFER electronic records to agency and retain as above.
7	89-146	BLUE CROSS/BLUE SHIELD BILLINGS Each weekly billing consists of two (2) parts: their retention fees for the services and the employee claims that represent payments made to Blue Cross. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER two (2) years after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. DESTROY after an additional eight(8) years in the RECORDS CENTER.
8	2023-02	SCHOOL CORPORATION BENEFITS REPORTING Data and reports submitted to the State Personnel Department from Indiana school corporations per IC 20-26-17-9, regarding the percentage of employee health coverage cost paid by the school corporation, in comparison to the percentage paid by the state under the state employee health plan.	DESTROY seven (7) years after receipt.