Pennsylvania Office of Administration
Office of Enterprise Records Management
Records Retention and Disposition Schedule
Approved by the Executive Board

Records Retention and Disposition Schedule
By Bureau

02/14/2014

Agency: 000 General Retention Schedules
Bureau: G205 Employee Benefits and Services

Item Number	Description	Media Code	Vital Record	Agency Retn	SRC Retn	Disp Code
G205.019	Workers Compensation Claim Report Records that document reported work related injuries. These records are used to generate the Employer's Report of occupational injury or disease for the workers' compensation claims administrator.	M	No	4Y	0Y	3
G205.020	Workers' Compensation Files -Indemnity Claims These records contain the claim file created to support the agency's administration of the workers' compensation claim for indemnity claims (those where the employee was disabled eight or more days). The retention of the files created and maintained by the third party workers' compensation claims administrator is subject to the retention schedule managed by the Office of Administration. In all cases, records are retained to meet the requirements of the Workers' Compensation Act. The 10 year retention is based on 10 years from the last activity on the file. *AGY - From last activity.	M	No	10Y	0Y	3
G205.021	Workers' Compensation Files - Medical Only These records contain the claim file created to support the agency's administration of the workers' compensation claim for medical claims (those where the employee was disabled less than eight days). The retention of the files created and maintained by the third party workers' compensation claims administrator is subject to the retention schedule managed by the Office of Administration. In all cases, records are retained to meet the requirements of the Workers' Compensation Act. The 3 year retention is based on 3 years from the last activity on the file. *AGY-From last activity.	M	No	3Y	0Y	3