

**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**

01/05/2011

**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	M	No	4Y	0Y	3
	Records that document reported work related injuries. These records are used to generate the Employer's Report of occupational Injury or Disease (See Official Personnel File) for the worker's compensation claims administrator.					
G205.020	Worker's Compensation Files	M	No	10Y	0Y	3
	These records contain the claim file created and maintained by the third party worker's compensation contract administrator, but, by contract, is the property of the commonwealth. Records are retained to meet the requirements of the Worker's Compensation Act. Agencies may have working files that contain related information and are to be kept in accordance with this record series.					
	"From last activity.					