



for **Contractors/Vendors** for **Government Entities** for **State Employees** for the **Public**

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**Series**  
**Authorization No:** 10551608      **Agency:** AGO      **Division:** BG57      **Section:** NA      **Revision:** 0

**Agency Series No.:** 057-OAG-37      **Record Series Title:** Claim File (Workers' Compensation Defense Unit)

**Record Series Description:** A Claim File concerns hearing(s) on potentially multiple workers' compensation issues arising from or stemming from the same accident or injury. Records include, but are not limited to, notices of hearing, motions, scheduling information, continuances, files sent by client on injured worker (gathered during investigation), pleadings, exhibits, medical records, correspondence, attorney work product, hearing orders, surveillance DVDs and final adjudication orders.

**Agency Web Link:**

**Confidential Description**      **Vital Description**

5 U.S.C. § 552a (SSN), ORC 149.43, 4121.10, and 4123.88 (Claim File), some clients have specific exemptions, attorney work product, CLEIRs, and attorney/client privilege.

Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain 2 years from claim being declared inactive, dismissed, or settled, unless scanned and saved electronically.		Shred
Machine Readable	Retain 2 years from claim being declared inactive, dismissed, or settled.		Delete

**Approvals:**

<b>Created</b>		<b>Date:</b> 3/11/2016
<b>Approved</b>	<b>Nathan Owens, Records Coordinator</b>	<b>Date:</b> 3/11/2016
<b>Approved</b>	<b>Pari Swift, Records Officer</b>	<b>Date:</b> 3/11/2016
<b>Approved</b>	<b>Bunnie Jones, Record Administrator</b>	<b>Date:</b> 3/15/2016
<b>Approved</b>	<b>Fred Previts, State Archivist</b>	<b>Date:</b> 3/15/2016
<b>Approved</b>	<b>Martin Meeks, State Auditor</b>	<b>Date:</b> 3/18/2016

**Notes:**

Note Date	Note Description	User
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