



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

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Series
 Authorization No: 10551448 Agency: AGO Division: HUMR Section: NA Revision: 0

Agency Series No.: 567-OAG-56 Record Series Title: Worker's Compensation Files
 Record Series Description: Files that document workplace injuries for purposes of providing compensation. Can include medical documentation, claims, accident reports, payout documentation, First Report of Injury reports, and communication between AGO, Bureau of Workers' Compensation, employees, and medical providers.

Agency Web Link:

Confidential Description Vital Description

Social security numbers, some medical records may be confidential under 149.43

Media	Retention Period	Retention Justification	Method of Disposal
Paper	5 years from last activity on claim or until there is a full and final settlement, whichever is later	ORC 4123.52 - 5 years from last activity on claim (unless prior to 10/11/2006, then 10 years)	Shred

Approvals:

Created		Date: 6/30/2011
Approved	Pari Swift, Records Officer	Date: 6/30/2011
Approved	Michael Hardenbrook, Record Administrator	Date: 7/20/2011
Approved	Martin Meeks, State Auditor	Date: 7/20/2011
Approved	Fred Previts, State Archivist	Date: 7/29/2011

Notes:

Note Date	Note Description	User
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