



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

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Series
Authorization No: 10550769 **Agency:** AGO **Division:** WC60 **Section:** NA **Revision:** 1

Agency Series No.: 60-OAG-07 **Record Series Title:** Case File Closing Form

Record Series Description: General summary of case closing information sent to the Industrial Commission (IC) and/or to the Bureau of Workers Compensation (BWC). Includes, but is not limited to claim number, claimant name, type of case, type of case closure (settled, dismissed, judgment), remarks, county, case number (Common Pleas, Court of Appeals or Supreme Court), docket number and stamped with date closed out of EAGO (a.k.a Pink Slips). Copy of Closing Form also kept with case file.

Agency Web Link:

<input checked="" type="checkbox"/> Confidential Description <hr/> ORC 4121.10, 4123.88, attorney/client privilege, attorney work product	Vital Description <hr/>
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Media	Retention Period	Retention Justification	Method of Disposal
Paper	Retain in section 1 year, then destroy.		Shred

Approvals:

Created		Date: 3/31/2010
Approved	Pari Swift, Records Officer	Date: 3/31/2010
Approved	Michael Hardenbrook, Record Administrator	Date: 4/5/2010
Approved	Fred Previts, State Archivist	Date: 4/7/2010
Approved	Martin Meeks, State Auditor	Date: 4/7/2010

Notes:

Note Date	Note Description	User