

# CASE FILE RETAIN

Retain case files as follows:

**A. NO LOST TIME/NO MEDICAL EXPENSE**

- a. Ninety days after claim was submitted, retain CA form as an inactive file.

**B. FIRST AID**

- a. One year after the date of the last medical appointment or treatment, retain CA form and medical reports as an inactive file.

**C. MEDICAL EXPENSES ONLY/ MEDICAL EXPENSES AND COP**

- a. Two years after the date of the last medical appointment or treatment
  - i. Retain the CA form (including employee, supervisor and witness statements), acceptance/denial letters, appeal decisions, claims for recurrence, most recent medical reports, most recent restrictions.
  - ii. Keep documents as an inactive file.
  - iii. Purge all non-pertinent documents such as transmittal letters and bills from the file.

**D. MEDICAL EXPENSES, COP AND COMPENSATION**

- a. Four years after the latter of the last medical appointment or treatment, termination of compensation or expiration of appeal deadlines.
  - i. Retain the CA form (including employee, supervisor and witness statements), acceptance/denial letters, appeal decisions, **initial** CA7 submitted to OWCP, claims for recurrence, most recent medical reports, most recent restrictions.
  - ii. Keep documents as an inactive file.
  - iii. Purge all non-pertinent documents such as transmittal letters and bills from the file.

**E. All active and inactive records are governed under the disclosure provisions of DOL/GOVT-1, Office of Workers' Compensation Programs, Federal Employees' Compensation Act File.**