

## **WORKERS' COMPENSATION FILE RETENTION AND DESTRUCTION**

**1960**

(March 2011)

### **DOCUMENT RETENTION**

**1960.1**

(No. 60 December 2006)

The department's policy regarding confidential information shall be adhered to at all times.

#### **REPORTABLE INJURIES/ILLNESSES CLAIMS**

CAL FIRE-3067 and CAL FIRE-3579 (Front and Back) and DWC 1/SCIF-3301

Documents regarding a worker's injury or illness cannot be kept in the injured employee's official personnel file (OPF). A separate file must be established for each employee and be kept in a separate, locked location within Personnel.

Unit Return-To-Work Coordinators shall retain copies of the Employers Report of Occupational Injury and Illness (CAL FIRE-3067), Department of Forestry Report of Inmate Occupational Injury or Illness (CAL FIRE-3579), and Employee's Claim for Workers Compensation Benefits (DWC 1/SCIF-3301) records in confidential files for the current year plus three (3) years. Destruction of these records shall be in accordance with the department's policy for destruction of confidential records.

The Region Return-To-Work Coordinators are to retain the workers compensation case management file for five (5) years from the date the case was closed, or as otherwise indicated by law. Once the file has been closed for five (5) years, the medical portion of the file shall be mailed to OSHPros in a confidential package for retention for an additional 25 years, for a total of 30 years.

#### **NON-REPORTABLE INJURIES/ILLNESSES REPORTS**

CAL FIRE-3067 or CAL FIRE-3579 (Backside Only)

Documents regarding a non-reportable injury or illness are not maintained by the Unit. A file is established for each employee and is kept in a locked location within OSHPros.

After the Departmental Safety Officer has reviewed the report, OSHPros shall retain the records in confidential files for the current year plus three (3) years from the date of injury. Destruction of these records shall be in accordance with the department's policy for destruction of confidential records.

## **NON-REPORTABLE EXPOSURE**

CAL FIRE-3067 or CAL FIRE-3579 (Backside Only)

**Exposure records**: shall be retained by OSHPros for the length of employment plus (30) years.

## **HEAT STRESS FORMSBV**

CAL FIRE3067A

Heat Stress records will be retained by OSHPros for the length of employment plus (30) years.

## **PERSONAL EXPOSURE REPORT (PER) SYSTEM FORMS**

California Professional Firefighters

California Firefighters Foundation

PER records will be retained by OSHPros for the length of employment plus 30 years, unless the employee requests these records from OSHPros, in writing. The written request must include the employee's full name, social security number and home mailing address.

## **DOCUMENT DESTRUCTION**

**1960.2**

(No. 60 December 2006)

The destruction of confidential documents shall be in accordance with the department's policy for the destruction of confidential information. (See Records Retention Schedule and Paperwork Management Handbook, Sections 2161 and 2172, Government Code Section 6254, 6354, Code of Civil Procedure Section 1798, and Title 8 GISO 33204.)

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