

Schedule 20

WORKERS COMPENSATION COURT

November 2, 2021

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

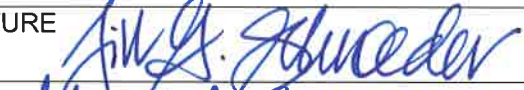
**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE	20
AGENCY, BOARD OR COMMISSION	WORKERS' COMPENSATION COURT
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of May 31, 2018	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I – AGENCY STATEMENT:

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE	
TITLE	Administrator
DATE	October 4, 2021


PART II – APPROVAL OF STATE ARCHIVES:

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE	
DATE	10/20/21

PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE	
DATE	11/1/21

PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE	
DATE	11/2/2021

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

NON-SCHEDULED RECORDS

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
402-471-2559**

**SCHEDULE 20
WORKERS COMPENSATION COURT**

November 2, 2021

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of May 31, 2018

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
20-46	ANNUAL STATISTICAL REPORTS	Report of injuries and benefit payments submitted to the court for the previous 10 years.	Permanent: Deposit 4 copies with the NE Publications Clearinghouse Copies: When no longer of reference value.	•Electronic
20-1	BACKUP COPIES OF ELECTRONIC DATA	Backup copies of electronic data for the purpose of data recovery/business continuity (but not archiving).	ORACLE DATA: 7 days ALL OTHER DATA: 30 days	•Electronic
20-47	BUSINESS CONTINUITY PLAN	Documentation for protection and re-establishment of agency services and equipment in case of disaster. Includes the plan, procedures, checklists and other significant information.	After superseded	•Electronic
20-72	CALENDARS	Desk and pocket calendars, appointment books, and planners, including electronic calendar entries.	5 years	•Paper •Electronic
20-73	CANCELLATION / NON-RENEWAL (CNR) MONITORING RECORDS^a. TEMPORARY FILES	Temporary flat files used to create spreadsheet and CNR letters. Each flat file contains a list of employers with a cancel or non-renewal transaction in the proof of coverage database. May include: employer names, addresses, policy numbers, and other information.	30 days	•Electronic
20-74	CANCELLATION / NON-RENEWAL (CNR) MONITORING RECORDS^b. SPREADSHEET	Spreadsheet used to document employers sent a CNR letter and the response from the employer. The spreadsheet contains: employer names, addresses, policy numbers, dates CNR letters sent, certified mail data, responses, and other information.	5 years	•Electronic
20-75	CANCELLATION / NON-RENEWAL (CNR) MONITORING RECORDS^c. FORM LETTERS	Master copy of the form letter that is used to create CNR letters. Includes both the first and second notice letters. The CNR letters are created by merging the employer information contained in the CNR Monitoring Spreadsheet into the CNR form letter.	After superseded	•Electronic

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
20-76	CANCELLATION / NON-RENEWAL (CNR) MONITORING RECORDSd. CNR LETTERS AND RESPONSES	Copies of CNR letters sent to employers and the documents received in response to those letters. CNR letters that are sent and the responses that are received are scanned and stored in a PDF file. May include: copies of the CNR letter; certified mail green cards; returned mail; insurance policy information; and other information and correspondence.	PAPER RECORD: 4 years after scanned, verified, and stored in electronic (PDF) file. ELECTRONIC RECORD: 5 years after end of fiscal year in which the corresponding spreadsheet was created.	•Paper •Electronic
20-2	COMPENSATION INSURANCE RECORDS	Proof of coverage information filed by insurance companies to report issuance, renewal or cancellation of compensation insurance.	HARD COPY ORIGINAL RECORD: 75 years after creation date SECURITY MICROFILM: Transfer to State Record Center; 75 years after roll creation date MICROFILM WORK COPY: 75 years after roll creation date ELECTRONIC RECORD: 75 years after policy expiration	•Paper, microfilm and electronic •Formats and years in use: 1) Original insurance cards including cancellation (1969-1972) 2) Computer punch cards created by the court from information submitted to the court (1972-197)
20-3	COMPENSATION INSURANCE RECORDSa. TRANSMITTAL REPORTS	Transmittal reports (NWCC Form 12-Record of Compensation Insurance and electronic transmittal reports) for COMPENSATION INSURANCE RECORDS (electronic), item 20-2.	2 years after processed with quality control checks and rejected or entered into COMPENSATION INSURANCE RECORDS (electronic), item 20-2	•Paper (prior to 8/1/1996) •Electronic (8/1/1996 and forward)
20-4	COMPENSATION INSURANCE RECORDSb. PROCESSING FILES	Processing files for creating and updating COMPENSATION INSURANCE RECORDS (electronic), item 20-2. Transaction records used to process COMPENSATION INSURANCE RECORDS a. TRANSMITTAL REPORTS (electronic), item 20-3.	CREATION DATE: PRIOR TO 2/1/2006 (NCCI CONVERSION RECORDS): 75 years after conversion date (2/1/2006) ON OR AFTER 2/1/2006: 5 years after creation date	•Electronic
20-5	COMPENSATION INSURANCE RECORDSc. ACKNOWLEDGEMENTS	Reports acknowledging acceptance or rejection of COMPENSATION INSURANCE RECORDS a. TRANSMITTAL REPORTS (electronic), item 20-3.	2 years after report creation date	•Electronic
20-6	COMPENSATION INSURANCE RECORDSd. CARRIER INFORMATION	Electronic information regarding carriers (insurance companies, self-insured employers, and risk management pools) providing workers' compensation insurance coverage in the State of Nebraska.	75 years after carrier inactive date if no reference to the carrier exists in COMPENSATION INSURANCE RECORDS (electronic), item 20-2	•Electronic
20-7	COMPENSATION INSURANCE RECORDSe. CARRIER INFORMATION TRANSMITTAL REPORTS	Paper and/or electronic notifications (e-mail transmission with attachment) regarding additions, changes and/or corrections, needing to be made to COMPENSATION INSURANCE RECORDS d. CARRIER INFORMATION, item 20-6.	After processed with quality control checks and rejected or entered into COMPENSATION INSURANCE RECORDS d. CARRIER INFORMATION, item 20-6	•Paper •Electronic
20-8	COMPENSATION INSURANCE RECORDSf. HISTORICAL INSURANCE CARRIER CODE LISTS	Information used to identify the carrier on historical proof of coverage information.	Concurrent with the last paper records found in COMPENSATION INSURANCE RECORDS, item 20-2.	•Paper •Electronic

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
20-9	COMPENSATION INSURANCE RECORDSg. DOCUMENTATION RELATED TO EDI PROOF OF COVERAGE (POC) RECORDS	Information used in edit control, confirmation, explanation, and translation of POC records.	After superseded	•Electronic
20-10	COMPENSATION INSURANCE RECORDSh. PROOF OF COVERAGE (POC) JOB PROCESSING REPORTS	Daily reports of POC computer runs used in evaluating and troubleshooting the success or failure of POC computer runs.	2 years after record creation date	•Electronic
20-11	COMPENSATION INSURANCE RECORDSi. SELF-INSURER FILES	Financial and application information filed by organizations approved for self-insurance by the Nebraska Workers' Compensation Court. May include, but not limited to: application(s) for authority, Nebraska self-insurance certificate(s), annual report(s), assessment(s), surety bond(s) or other forms of security, excess insurance policies, parental guaranty(s), financial information, payroll classification information, benefit paid information, analytical worksheets, and other information or correspondence.	75 years after self-insurance authority termination date	•Paper •Electronic
20-12	COMPENSATION INSURANCE RECORDSj. SELF-INSURANCE NON-APPROVED APPLICATIONS	Financial and application information filed by organizations not approved for self-insurance by the Nebraska Workers' Compensation Court. May include, but not limited to: application(s) for authority, financial information, payroll classification information, benefit paid information, analytical worksheets, and other information or correspondence.	10 years after non-approval of application	•Paper
20-13	COMPENSATION INSURANCE RECORDSk. SELF-INSURANCE AUDIT AND REVIEW FILES	Documents/information submitted by self-insurers for audit and review purposes to support information provided on the application(s) for authority and annual reports. May include, but not limited to: financial information, payroll classification information, benefit paid information, analytical worksheets, and other information or correspondence.	7 years after self-insurance audit completed	•Paper •Electronic
20-77	COMPLIANCE CASE FILES	Files relating to compliance activities. May include correspondence between the court and the complainant, workers' compensation insurance carriers, doctors, or attorneys regarding claims handling issues. May also include attachments to correspondence such as call logs, copies of emails, medical bills, etc.	COMPLAINTS (NO ACTION): 3 years COMPLAINTS (RESULTING IN ACTION): 3 years after action and appeals are complete and final	Neb. Rev. Stat. 48-146.02 •Paper

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
20-14	CORPORATE EXECUTIVE OFFICER WAIVERS	Records allowing a person who owns 25% of Nebraska corporate common stock to waive coverage by the Workers' Compensation Act.	ORIGINAL RECORD: Microfilm; 5 years SECURITY MICROFILM: Transfer to the State Records Center; 75 years MICROFILM WORK COPY: 75 years	Forms 10W and 10T
20-16	DOCKET RECORDS b. PLEADINGS	Pleadings relating to the judicial proceedings of the Nebraska Workers' Compensation Court.	ORIGINAL RECORD: Microfilm or electronic format in accordance with RETENTION / DESTRUCTION REFERENCE LIST, item 20-19 (permanent records only); Dispose of after microfilming or conversion to electronic format SECURITY MICROFILM: Transfer to State Rec	•Neb. Rev. Stat. §48-157(4) & (5) •Contact WCC Records Officer for current Retention / Destruction Reference List, item 20-19
20-18	DOCKET RECORDS d. MISCELLANEOUS CASE DOCUMENTS	Correspondence and other documents relating to the judicial proceedings of the Nebraska Workers' Compensation Court which the Clerk of the Court deems to be irrelevant, unimportant or superfluous.	At discretion of the Clerk of the Court	Neb. Rev. Stat. §48-157(5)
20-19	DOCKET RECORDS e. RETENTION / DESTRUCTION REFERENCE LIST	List of records to be microfilmed, converted to electronic format, or destroyed in accordance with DOCKET RECORDS b. PLEADINGS, item 20-16, DOCKET RECORDS c. EXHIBITS, item 20-17, and DOCKET RECORDS d. MISCELLANEOUS CASE DOCUMENTS, item 20-18.	Permanent	•Electronic
20-20	DOCKET RECORDS f. BILL OF EXCEPTIONS	Transcribed copies of testimony and evidence taken in judicial proceedings of the Nebraska Workers' Compensation Court prepared for appellate review and certified by the court reporter.	75 years after final disposition of a case.	•Paper
20-21	DOCKET RECORDS g. TRANSCRIPTS OF PLEADINGS	A certified copy of the relevant pleadings and decisions relating to the judicial proceedings of the Nebraska Workers' Compensation Court prepared by the clerk's office to be forwarded for appellate review.	2 years after final disposition of a case.	•Paper
20-15	DOCKET RECORDSa. DOCKET BOOKS (JUNE 29, 1935 TO PRESENT)	Journal of Workers' Compensation Court judicial proceedings and index by party of those proceedings.	HARD COPY ORIGINAL RECORD: (6/29/1935 to 10/17/2001): Microfilm after all cases in book are closed; 2 years after microfilming	Neb. Rev. Stat. §48-157(3) At schedule approval dockets on security film through 1974 have been transferred to State Archives
20-17	DOCKET RECORDSc. EXHIBITS	Exhibits relating to the judicial proceedings of the Nebraska Workers' Compensation Court.	ORIGINAL RECORD: Microfilm or electronic format in accordance with RETENTION / DESTRUCTION REFERENCE LIST, item 20-19 (permanent records only); Dispose of after microfilming or conversion to electronic format ALL OTHER RECORDS: See RETENTION / DE	•Neb. Rev. Stat. §48-157(4) & (5) •Contact WCC Records Officer for current Retention / Destruction Reference List, item 20-19
20-48	EDI a. IMPLEMENTATION GUIDES	Implementation Guides for electronic filing of First Report of Injury (FROI), Subsequent Report of Injury (SROI), and Proof of Coverage (POC). Policies and procedures for POC records.	5 years after superseded.	•Electronic •Neb. Rev. Stat. §§48-144, 48-144.01, 48-144.02 Workers' Comp. Ct. R. of Proc. 29, 30, and 32

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
20-49	EDIb. ADVISORY NOTICES	Notices regarding reports submitted to the court through Electronic Data Interchange (EDI). Includes changes to the EDI Implementation Guides and changes/reminders regarding EDI processing and procedures.	5 years	•Electronic •Neb. Rev. Stat. §48-144 Workers' Comp. Ct. R. of Proc. 29, 30, and 32
20-50	EDIc. AFFIDAVITS	Affidavits signed by the court administrator certifying approval and publication of EDI Implementation Guides and Advisory Notices.	After superseded.	• Paper: Original •Electronic: Copies Neb. Rev. Stat. § 48-144 Workers' Comp. Ct. R. of Proc. 29, 30, and 32
20-51	EDId. TRADING PARTNER DOCUMENTS	Documents required for trading partner approval and submission of EDI reports. Includes trading partner agreement, trading partner profile, transmission profile - sender's response, waivers, claims acquisition notification, and related databases, files, and correspondence.	After superseded or 3 years after termination of submissions	•Paper •Electronic
20-25	FEDERAL GRANTa. ANNUAL OCCUPATIONAL INJURIES AND ILLNESS SURVEY	Records relating to survey conducted by the court for the Bureau of Labor Statistics (BLS). Includes employment statistics, type of business surveyed, and occupational injury and illness summary.	1 year after publishing the final data file for the reference year	•Paper •OSHA No. 300
20-26	FEDERAL GRANTb. CENSUS OF FATAL OCCUPATIONAL INJURIES (CFOI) FILE	Records regarding work-related fatalities and illnesses. May include but not limited to: death certificate, news paper articles, motor vehicle accident reports, sheriff report, injury first reports, OSHA 36 reports, OSHA 170 reports, OSHA 101 reports, autopsy reports, employer reports and any additional correspondence pertaining to the fatality.	1 year after publishing the final data file for the reference year	•Paper
20-78	FIRST REPORT OF INJURY (FRI) REQUESTa. FRI CASE FILES	Electronic records related to First Report of Injury (FRI) requests. May include: employee name and SSN, date of injury, employer and insurance coverage information, case number, FRI request letter, responses, and green cards.	5 years	•Electronic
20-79	FIRST REPORT OF INJURY (FRI) REQUESTb. FORM LETTERS	Master form letters used to request a FRI. Includes first and second notices.	After superseded	•Electronic
20-80	FIRST REPORT OF INJURY (FRI) REQUESTc. SCANNED DOCUMENTS	Original paper documents received and scanned into Edocuments table.	1 year after scanned, verified, and stored in the Edocuments table	•Paper
20-34	FIRST/SUBSEQUENT REPORTSf. DELETION FILES	Records of deletions from FIRST/SUBSEQUENT REPORTS a. WORKERS' COMPENSATION CASE/CLAIM FILES (electronic), item 20-27	50 years after record creation date	•Electronic

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
20-27	FIRST/SUBSEQUENT REPORTSa. WORKERS' COMPENSATION CASE/CLAIM FILES	•Paper records regarding non-litigated cases (July 5, 1966 through November 30, 2003): May include, but not limited to: First Report of Alleged Occupational Injury or Illness report (Form 1), Receipt of Payment Report/Compensation & Expense Report/Subsequent Report (Form 4), First Treatment Medical Report, medical reports, correspondence regarding disability or benefit rate, vocational rehabilitation field sheets, vocational rehabilitation field notes, vocational rehabilitation payment histories, vocational rehabilitation plans, authorizations for payment from Vocational Rehabilitation Trust Fund, requests for liens, and materials signed by workers compensation judges. •Electronic claim files: Individual claim files consisting of current injury, claim, and payment information as reported in FIRST/SUBSEQUENT REPORTS c. TRANSMITTAL REPORTS, item 20-29.	7/5/1966 THROUGH 11/30/2003: ORIGINAL RECORD: 2 years after microfilming (all original records have been microfilmed) SECURITY MICROFILM: Transfer to State Records Center; 50 years after roll creation date MICROFILM WORK COPY: 50 years after	•Microfilm (7/5/1966 - 11/30/2003) •Electronic
20-28	FIRST/SUBSEQUENT REPORTSb. WORKERS' COMPENSATION CASE FILES-INDEXES	Alpha indexes (employee name list) of FIRST/SUBSEQUENT REPORTS a. WORKERS' COMPENSATION CASE/ CLAIM FILES (paper) (7/5/1966 THROUGH 11/30/2003), item 20-27.	Concurrent with last roll of microfilm of FIRST/SUBSEQUENT REPORTS a. WORKERS' COMPENSATION CASE/CLAIM FILES (paper) (7/5/1966 THROUGH 11/30/2003, item 20-27	•Microfilm •Electronic
20-29	FIRST/SUBSEQUENT REPORTSc. TRANSMITTAL REPORTS	Transmittal reports (First Reports of Alleged Occupational Injury or Illness and Compensation & Expense Report/ Subsequent Report) for FIRST/SUBSEQUENT REPORTS a. WORKERS' COMPENSATION CASE/CLAIM FILES (electronic), item 20-27. Paper filed from 12/1/2003, electronic filed beginning 5/1/1997.	2 years after processed with quality control checks and rejected or entered into FIRST/SUBSEQUENT REPORTS b. WORKERS' COMPENSATION CASE/CLAIM FILES (electronic), item 20-27	•Paper •Electronic
20-30	FIRST/SUBSEQUENT REPORTSd1. PROCESSING FILES TEMPORARY RECORDS	Processing records used for creating and updating FIRST/SUBSEQUENT REPORTS a. WORKERS' COMPENSATION CASE/CLAIM FILES (electronic), item 20-27. Used in translating FIRST/SUBSEQUENT REPORTS c. TRANSMITTAL REPORTS, item 20-29.	30 days after record creation date	•Electronic
20-31	FIRST/SUBSEQUENT REPORTSd2. PROCESSING FILES TRANSLATED TRANSMITTAL REPORTS	Processing records used for creating and updating FIRST/SUBSEQUENT REPORTS a. WORKERS' COMPENSATION CASE/CLAIM FILES (electronic), item 20-27. Translated FIRST/SUBSEQUENT REPORTS c. TRANSMITTAL REPORTS, item 20-29.	2 years after record creation date	•Electronic

ITEM NUMBER	TITLE	DESCRIPTION	RETENTION	REFERENCE/COMMENTS
20-32	FIRST/SUBSEQUENT REPORTSd3. PROCESSING FILES TRANSACTION RECORDS	Processing records used for creating and updating FIRST/SUBSEQUENT REPORTS a. WORKERS' COMPENSATION CASE/CLAIM FILES (electronic), item 20-27. Used to process Translated FIRST/SUBSEQUENT REPORTS c. TRANSMITTAL REPORT, item 20-29.	5 years after record creation date	•Electronic
20-33	FIRST/SUBSEQUENT REPORTSe. ACKNOWLEDGEMENTS	Reports acknowledging acceptance or rejection of FIRST/SUBSEQUENT REPORTS c. TRANSMITTAL REPORT, item 20-29.	2 years after report creation date	•Electronic
20-35	FIRST/SUBSEQUENT REPORTSg. PAYMENT EXCEPTION FILES	Records of payment discrepancies in subsequent reports of injury.	2 years after discrepancy is resolved	•Electronic
20-82	FORMER EMPLOYEE ELECTRONIC FILES	EMAIL file containing a former employee's email, calendar, and contacts files. Includes a copy of the email file which is provided to the new employee or the section manager.	ORIGINAL EMAIL FILE: 4 years after the employee's termination date. COPY: When no longer of reference value.	•Electronic
20-81	FORMER EMPLOYEE ELECTRONIC FILESa. F:\ DRIVE FILES	A former employee's electronic files on the F:\ drive.	ORIGINAL: After a copy is created and placed in the new employee's or the section manager's F:\ drive folder. COPY: 4 years after the former employee's termination date or when no longer of reference value, whichever is later.	•Electronic
20-52	HOSPITAL AND AMBULATORY SURGICAL CENTER SERVICES FEE SCHEDULE	Schedule of fees for hospital and ambulatory surgical center services provided to workers' compensation claimants. Established by the court pursuant to §48-120(1)(b).	5 years after superseded	•Electronic Neb Rev. Stat. § 48-120(1)(b)
20-53	IMPLANTABLE MEDICAL DEVICES FEE SCHEDULE	Schedule of fees for implantable medical devices provided to workers' compensation claimants. Established by the court pursuant to §48-120(1)(b).	5 years after superseded	•Electronic Neb Rev. Stat. § 48-120(1)(b)
20-36	INDEPENDENT MEDICAL EXAMINER SYSTEMa. IME CASE FILES	1/1/1994 THROUGH 6/30/2004: Paper documents regarding individual Independent Medical Examiner (IME) case assignments, fiscal year spreadsheets summarizing IME assignment requests, and case status information maintained in the IME Status table.7/1/2004 AND FORWARD: Paper documents and electronic records related to IME cases opened on or after 7/1/2004.	1/1/1994 THROUGH 6/30/2004: 10 years after end of fiscal year during which IME case is closed 7/1/2004 AND FORWARD: PAPER RECORD: 30 days after scanned, verified, and stored in E-documents table ELECTRONIC RECORD: 10 years after date IME case closed (•Paper •Electronic (7/1/2004 and forward)
20-37	INDEPENDENT MEDICAL EXAMINER SYSTEMb. IME FILES	Records relating to court approved Independent Medical Examiners (IME) with active status on 6/30/2004 and all physicians applying for approval as an Independent Medical Examiner (IME) on or after 7/1/2004.	PAPER RECORDS: 30 days after scanned, verified, and stored in E-documents table ELECTRONIC RECORD: 10 years after date application denied or date terminated as a court approved independent medical examiner	•Paper •Electronic