



## Department of Insurance and Finance

21 LABOR AND INDUSTRIES BUILDING • SALEM, OREGON 97310

Bulletin No. 211  
March 12, 1990

**TO:** Workers' Compensation Insurers

**SUBJECT:** Change in Retention of Workers' Compensation Division Claim Records, Effective July 2, 1990

The Workers' Compensation Division has decided to reduce its retention of closed or denied claim file information to six years from the last activity in the department's file. The current policy of retaining records for 75 years imposes an impossible archive problem on the department, due to the sheer quantity of documents. The cost for staff and storage space to maintain the records is becoming prohibitive, and will become worse without this change.

Upon reaching six years since the last activity in the department's file, closed or denied claim files will be purged of all documents except for closures, litigation orders, and other documents essential for audit purposes. These documents will be microfilmed, and then destroyed along with the purged documents. Claim file records prior to 1980 will have only the first report of injury (Form 801) microfilmed prior to destruction of the file. As a result of this change the division will no longer be able to assist insurers in reconstructing old claim files, nor be able provide a complete record if subpoenaed.

Insurers and other interested parties should consider making any necessary changes in their own record keeping policy to accommodate future need for such records. The Division will implement this change effective July 2, 1990.

If you have any questions relating to this bulletin, please contact Dan Zahn of the Workers' Compensation Division, Compliance Section, at 378-4956.

  
James W. M. Hennessee, Administrator  
Workers' Compensation Division

**Distribution:** A thru N, P thru V  
Plus Y thru AA and CC

0806C/dwz