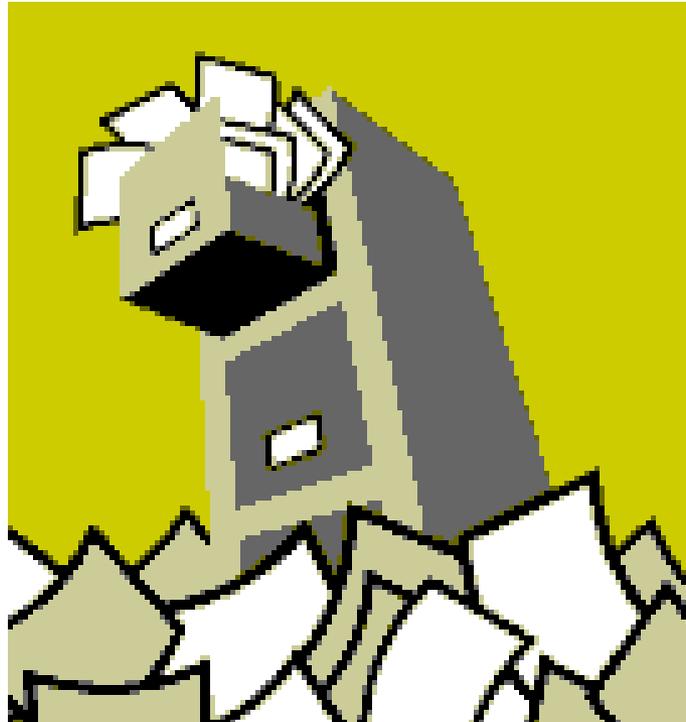


# TIP OF THE WEEK - August 11 , 2014

When can you “PURGE” your FECA FILES?



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.

***NOTE: The enclosed chart provides a guideline for retaining files; please review each case to determine if other information is pertinent and should be maintained.***

**REFERENCE:** [DOD Instruction 1400.25-V810](#)

<http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V810.pdf>

*If you have a question or topic for Tip of the Week, contact your  
District 6 Liaison, Jacksonville, FL*

## FECA CLAIM FILE RETENTION

TYPE OF CLAIM	WHEN CAN FILE BE PURGED	WHAT HAS TO BE RETAIN	WHERE SHOULD FILES BE KEPT
No Lost Time/No Medical Expense	<i>90 days after the claim was submitted</i>	<b>CA FORM</b> *(If statements from claimant/supervisor/witness are obtained; keeping them may assist if case incurs medical expenses/wage loss at later date.	<i>Inactive File</i> at the agency or an agency document storage
First Aid	<i>One year after the date of the last medical appointment or treatment</i>	<b>CA Form</b> and medical reports*(If statements from claimant/supervisor/witness are obtained; keeping them may assist if case incurs medical expenses/wage loss at later date.	<i>Inactive File</i> at the agency or an agency document storage
Medical Expenses Only	<i>Two years after the date of the last appointment or medical treatment</i>	<b>CA Forms</b> (including employee, supervisor, and witness statements), claim acceptance/denial letter, any appeal decisions, claims for recurrence, decisions on claims for recurrence, and the most recent medical report contained in the file detailing the claimant's ability to work	<i>Inactive File</i> at the agency or an agency document storage
Medical Expenses and COP	<i>Two years after the date of the last appointment or treatment</i>	<b>CA Forms</b> (including employee, supervisor, and witness statements), claim acceptance/denial letter, any appeal decisions, claims for recurrence, decisions on claims for recurrence, and the most recent medical report contained in the file detailing the claimant's ability to work	<i>Inactive File</i> at the agency or an agency document storage
Medical Expenses, COP and Compensation	<i>Four years after the latter of the last medical appointment or treatment, termination of compensation, or expiration of appeal deadlines</i>	<b>CA Forms</b> (including employee, supervisor, and witness statements), claim acceptance/denial letter, any appeal decisions, initial CA-7 submitted to OWCP, claims for recurrence, decision on claims for recurrence, awards of compensation for impairment, and the most recent medical report contained in the file detailing the claimant's ability to work.	<i>Inactive File</i> at the agency or an agency document storage