

Workers Compensation Commission

Division	Schedule #	Title	Description	Disposition
Coverage	3273	Coverage Cards (Form A-24)	Included are cards sent to the MWCC by insurers to provide proof of workers' compensation coverage for individual businesses. The cards are a form prepared by the Commission (Form A-24). It is cut off at the end of the calendar year.	Hold in the current files area ten (10) years; then destroy.
Docket Room	3993	Administrative Judge Results Sheets (Case Management Worksheets)	This series consists of administrative judge results sheets documenting the action set by the Administrative Judge presiding over workers' compensation cases. Documentation includes case number, name of claimant, name of administrative judge, date, current status of case, proposed hearing location, and proposed length of the hearing. It is cut off at the end of the calendar year.	Hold in the current files area one (1) year; then dispose.
Records Room	1762	Non-Controverted Files - Medical Only	This series consists of medical only claim file, which are compensation benefits paid. It is cut off at the end of the calendar year.	Hold in the current files area two (2) years or until statute of limitations runs out; then destroy.
Workers Compensation Commission	3274	Court Reporter Records	Included are records created by the court reporters to prepare and maintain accurate records of all testimony taken at Administrative Judge hearings on controverted workers' compensation cases. Consists of cards, books, tapes, computer discs, and cassette tapes. It is cut off at the end of the calendar year.	Hold in the current files area six (6) years; then destroy.

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Workers Compensation Commission	3377	Quarterly Report of Medical Only Injuries (Form B-39)	Included are reports filed with the Commission by insurance carriers quarterly on a B-39 Form summarizing payments made by the company where the covered employee receives only medical services without the disability payments. The form lists name and address of employee, date of accident, name and address of employer, nature of injury, days lost, and medical expense. It is cut off at the end of the calendar year.	Hold in the current files area two (2) years; then destroy.
Workers Compensation Commission	3378	Medical Reports Filed (No Claims Reported)	Included are medical reports received the Commission for which no claim for benefits was received. It is cut off at the end of the calendar year.	Hold in the current files area until determined that no claim has been filed; then destroy.
Workers Compensation Commission	3722	Non-Controverted Files	This series contains records related to individual claim files. Included are stripped files (duplicates, paper clips, and staples have been removed), file folders, and microfilm records. Other documentation includes medical correspondence, narrative reports, commit forms, disability benefits information, narrative reports, commit forms, disability benefits information, contracts and working papers.	Hold original or authenticated reproduction twelve (12) years; then destroy.
Workers Compensation Commission	3723	Closed Controverted Files	This series contains records related to controverted claim files. Included as medical correspondence and medical reports.	Hold original or authenticated reproduction ten (10) years; then destroy.
Workers Compensation Commission	3724	Non-Controverted Files - Not Under MWCC Law	This series contains records related to claim files not under the Mississippi Workers Compensation Commission Law.	Hold original or authenticated reproduction two (2) years or until statute of limitations expires; then destroy.

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Worker's Compensation Coverage Dept.	1763	Miscellaneous Insurance Coverage Correspondence	This series consists of Worker's Compensation coverage or cancellation. Included are form letters from carriers, explaining coverage, and cancellations. It is cut off at the end of the calendar year.	Hold in the current files area two (2) years; then destroy.
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