

CORPORATION-6

SYSTEM NAME:

Employee/Member Occupational Injury/Illness Reports and Claim Files.

SYSTEM LOCATION:

Human Resources, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC, 20525.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Corporation staff and full-time volunteers.

CATEGORIES OF RECORDS IN THE SYSTEM:

Reports of work related injuries and illnesses and claims for workers' compensation submitted to Department of Labor.

Authority for Maintenance of the System:

Federal Employees Compensation Act & Occupational Safety and Health Administration Act.

Purpose(s):

To maintain injury/illness reports and to track workers' compensation claims on behalf of Corporation staff and full-time members.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

To determine annual work related injury/illness data re: Corporation staff, and to identify trends, and to prepare and submit workers' compensation claims. Also, see General Routine Uses contained in Preliminary Statement.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

Storage:

Records are maintained in file folders which are locked in metal file cabinets.

Retrievability:

Records are maintained alphabetically by name.

Safeguards:

Records are available to claimants and Corporation staff with a job related need.

Retention and Disposal:

Official files are kept seven (7) years following year of occurrence. Disposal is by shredding.

System Manager(s) and Address:

OWCP Liaison Officer, Human Resources, Corporation for National and Community Service, 1201 New York Avenue, NW., Washington, DC, 20525.

Notification Procedure:

Claimant submits written request to the above address.

Record Access Procedures:

Requester should give OWCP claim number, but it is not mandatory. Requests may be submitted in the name of injured employee/volunteer.

Contesting Record Procedures:

Claimant or injured employee/member may submit any data deemed relevant to the case to address listed.

Record Source Categories:

Individual who suffers work related injury/illness submits any pertinent data necessary; medical reports, witness statements, time and attendance records, medical bills or legal briefs.

Exemption Claimed For the System:

None.