

State of Nevada B&I: Attorney For Injured Workers

Version Date: 09/18/2013

2002023 Workers Compensation Case Files

Reviewed: 8/14/2002

Description: This record series documents and administers the cases accepted by the Nevada Attorney for Injured Workers to represent cases on workers compensation issues. The files may contain, but are not limited to:
(A) Hearing documentation including Notice of Hearing and Prehearing Order, Request for Hearing before the Appeals Officer, Findings of Fact and Conclusions of Law, Prehearing Statement, motions, exhibits, stipulations, legal points and authorities and;
(B) Attorneys notes, retainer agreements, case preparation summaries, and the following when not used as exhibits; copies of health care records (NRS 629.031), release authorizations for health care records, doctors bills, other workers compensation records, employment records, expert records, and copies of receipts for documents.

Retention: Retain for a period of seven (7) calendar years from the year in which the case was closed.

Disposition: Destroy Securely

2002024 Workers Compensation Case Files - "Special Reference Cases"

Reviewed: 8/14/2002

Description: This record series documents and administers the cases accepted by the Nevada Attorney for Injured Workers to represent cases on workers compensation issues. The files may contain, but are not limited to:
(A) Hearing documentation including Notice of Hearing and Prehearing Order, Request for Hearing before the Appeals Officer, Findings of Fact and Conclusions of Law, Prehearing Statement, motions, exhibits, stipulations, legal points and authorities and;
(B) Attorneys notes, retainer agreements, case preparation summaries, and the following when not used as exhibits; copies of health care records (NRS 629.031), release authorizations for health care records, doctors bills, other workers compensation records, employment records, expert records, and copies of receipts for documents.

Retention: Separate individual case files which the Attorney for Injured Workers believes are likely to create future problems or contain important reference information from the other closed files at the end of the regular seven (7) year retention period. Then retain these separated "Special Reference" case files up to ten (10) additional calendar years. The separated files may be purged of documents at the discretion of the Attorney for Injured Workers and discarded anytime within the ten year period.

Disposition: Destroy Securely