



<b>HR4200: Human Resources – Workers’ Compensation</b>		
<b>University of British Columbia RECORDS SCHEDULE</b>		<b>Schedule Number:</b> HR4200
<b>Primary Title:</b>  Human Resources – Workers’ Compensation		<b>Office of Primary Responsibility (OPR):</b> UBCV: Human Resources Vancouver UBCO: Human Resources UBC Okanagan
Records relate to compensatory and non-compensatory accidents, WBC claims investigations, related correspondence and related records.		
<b>Vital:</b> Yes		<b>PIB:</b> Yes
<b>Authority:</b> BoG Policies for Human Resources Employment Standards Act [RSBC 1996] Pension Benefits Standards Act [SBC 2012] Chapter 30 Workers Compensation Act [RSBC 2019] Chapter 1		<b>Date Approved:</b> 20190114
<b>Secondary No.</b>	<b>Secondary Title</b>	<b>Retention, Destruction &amp; Disposition</b>
01	<b>Policies and Procedures</b>	EV+5Y, FR  EV=Date superseded or obsolete FR=UA will fully retain records from this series
05	<b>General</b>	EV+5Y, D  EV=Date superseded or obsolete
10	<b>Claim Files– Compensatory accidents</b>  Records relate to a relatively serious incident which results in WCB being involved. The issue is ultimately resolved with compensation to the employee.	EV+7Y, D  EV=Employee termination  Retention Note: A related record series is Human Resources – Health and Safety – Incident Files, which states "Records relate to injuries as well as manifestations of disease reported or treated – may include police accident reports"
11	<b>Claim Files– Non compensatory accidents</b>	EV+7Y, D  EV=File closed



	Records relate to a relatively minor incident which results in WCB becoming involved. The issue is ultimately resolved without compensation to the employee.	
<p><b>Acronym Key.</b> AY = Academic Year; CY=Calendar Year; D=Destroy; EV=Event; FY=Fiscal Year; FR=Full Retention by University Archives unless otherwise noted; OPR=Office or Department responsible for <i>source of truth</i> records; SO=When superseded or obsolete; SR=Selective Retention by University Archives; UA=University Archives; Y=Year</p>		