

DLT3.1 Temporary Disability Insurance Claim Files System

Temporary Disability Insurance (TDI) provides benefit payments to insured Rhode Island workers during periods of unemployment caused by a non-work related illness or injury. The program is responsible for processing TDI claims. This involves the intake of applications and supporting claims-related documents, the entering of data into the TDI automated system, and the determination of monetary and medical eligibility on both an initial and continuing basis. The program makes claims payment authorizations, and issues terminations and disqualification. The program also deals with dependency and child support issues as they may affect payments.

TDI program documentation currently resides in a variety of forms and formats. Claims-related transactions are currently being conducted almost entirely electronically, and stored on an IBM server (AS 400.) TDI has designated the AS 400 system as the site for the keeping of the program's official records.

Claim files typically include TDI applications for benefits forms, notices of claim received form, medical records (statement of attending physician), employment verification reports (wage records and payment records), tax-on-wages records, benefit computation statements, tracking records, remark records and, finally, termination of benefit forms. Where circumstances require it, claim files may also include agent beneficiary records, family court records, worker's compensation records, overpayment records, and direct deposit records. In addition, the claims file may also include a wide variety of supplementary documents (currently approximately fifty different types of forms and correspondence), though files do not often contain all of these forms. This additional documentation relates to the verification of various transactions in the process, various additional attestations concerning the status of the claimant, and other documentation that may affect the granting, calculation, or withdrawal of benefits.

Retrieval of data can key on SSN number, benefit year ending date, claim number and form type.

TDI also runs an imaging program that scans and stores all correspondence and completed paper forms. This information forms a source of information for the AS400 system, which TDI has designated the official repository for its records. This documentation is backed up on CD's and at another site. TDI now scans and stores all forms, correspondence, and other documentation that continues to exist in paper.

RIGL §§ 28-39, 28-40, 28-41

Retention: Retain ten (10) years after claim is satisfied or abandoned.

DLT3.2 Certificates of Records Destruction

Certification of Records Destruction forms (PRA003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator.

Certificates authorize the disposal of records listed in this and other applicable schedules.

RIGL §38-1-10, §38-3-6(j), and §42-8.1-10

Retention: Permanent.