

February 14, 2006

AWCC ADVISORY 91-5, *Revised*

Copy Costs, Claim History Searches

The Arkansas Workers' Compensation Commission (Commission) offers claim history searches and provides copies of case law, Advisory notices, claimant files, Freedom Of Information requests, and other data but charges small fees for such services.

When any material at the Commission is copied, there will be a per-page charge, and that charge plus postage will be invoiced with the requested data. The Commission may require payment before copying any documents.

Claim history requests must be in writing and contain Social Security (SS) numbers and correct spellings of names.

The Commission will search its electronic claim record (July, 1979, onward). The electronic data base includes employee claims for compensation and employer reports of injury resulting in lost time of more than seven days or resulting in permanent disability or death, **regardless of whether benefits were paid.**

The Commission provides, within seven days of receipt of the request, a written report for each claim on file and will identify the Commission file number and other pertinent data. There is a fee for each SS number searched.

There also is a charge for searches prior to July, 1979. Requesting parties must specify which years are to be examined; otherwise, only electronic records are searched.

Copies from Commission files are **not** made part of a claim history search. If file copies are desired, a separate request must be made with the name, SS number, and Commission file number.

For current prices prior to requesting searches or copies, parties may contact the Clerk of the Commission, the Operations/ Compliance Division, or the Information Officer.

This Advisory replaces Advisory 91-5, originally issued December 2, 1991, reissued July 28, 1998, and revised February 16, 2001