

CompFile Record Archival and Retrieval Instructions

Archival Information

Electronic documents stored in CompFile are subject to a five-year retention period, consistent with the retention policy for physical documents and pursuant to Section 17 of the Workers' Compensation Act (820 ILCS 305/17).

Beginning July 2, 2026, decisions and settlement contracts that are more than five years old, and that do not meet the requirements of Section 8(a) or Section 19(h) of the Act, will be removed from the CompFile database.

- Section 8(a) refers to claims for additional medical benefits after an award, allowing medical expenses to be reviewed beyond the initial decision.
- Section 19(h) allows a party to request a review or adjustment of a previous award when there has been a change in physical or mental condition, making these documents subject to longer-term relevance.

Associated documents including exhibits, medical reports, unapproved settlement contracts, representation agreements, applications, filings, and appeals will be removed by association and will not be retrievable. Other related documents that may also be removed include motions, amended applications, trial briefs, proof-of-service documents, attorney fee agreements, correspondence submitted as filings, arbitration-related forms, and any other electronic attachments linked to case filings.

Retrieval Instructions

The CompFile case docket search will indicate whether a case has been archived, and only general case details will be displayed in the search results.

To obtain a copy of an archived decision or settlement contract, a records request must be submitted by emailing wcc.recordrequest@illinois.gov.

Please note that only the decision or approved settlement contract will be available in PDF format.