

# ARCHIVE NOTES

The *Alberta WCB Policies & Information Manual* contains the current versions of all the policies approved by the Board of Directors. When the Board of Directors approves changes to a policy, the policy is revised and the manual updated, replacing (superseding) the previous issue of that policy.

Previous issues of policy documents are archived and are available on the website.

## **Where can I find the archived policies?**

For each policy, at the end of Part I and each application in Part II, there are links to the related previous issues. The links are listed in date order, with the most recent listed first. Clicking on a link will open a PDF file of the policy issue for the date indicated.

## **How do I find archived copies of a rescinded policy?**

Occasionally, an entire policy or policy application may be rescinded (withdrawn). For example, Application 9 (Medical Panels) of Policy 03-01 was rescinded on February 1, 2007, because of a legislative change that transferred responsibility for managing the process to the Government of Alberta.

When a policy is rescinded, WCB maintains a temporary link to the policy with an explanatory note and links to the archived policy. The length of time that the explanatory note is available will vary, depending on the policy. You will, however, still be able to access the archived policies.

## **Why do some of the PDF files have only a few pages of the policy, while others have several applications in the same file?**

The archived files were copied from the paper policy manual updates issued at the time. In the past, some paper updates included only the pages that had revisions; others included several applications or the entire policy. When you're looking at an archived policy, it's important to check the page numbers and, in Part II, the name and number of the application.

Since January 2004, we reissue the entire policy section (Part I, or a complete application from Part II) when there is an amendment to that section. Each application in Part II is located in a separate PDF file.

## **Why do the archived policies only go back to 1997?**

The policy archives on the website are previous issues of policies from the *Alberta WCB Policies & Information Manual*. The *Alberta WCB Policies & Information Manual* is a consolidation of two previous manuals – one dealing primarily with claims, and the other with employer accounts. The first release, published on February 15, 1997, replaced the previous *Compensation Manual*. A second release published June 1, 1998, replaced the *Assessment Manual*.

If you need a paper copy of an earlier policy, you may contact Policy Development at [policy.development@wcb.ab.ca](mailto:policy.development@wcb.ab.ca) or (780) 498-7799.

# ARCHIVE NOTES

## **Why do some policies have a link to “Document History”?**

Some policies have had major revisions that included restructuring (for example, in 2002, Policy 05-01 was split into two separate policies). “Document History” links you to a document that explains these changes so that it’s easier for you to find the archived policy you need.

## **Why are previous policies important?**

Previous issues of policy documents may still be relevant to today’s decision-making. WCB may be required to use the policy and/or legislation in effect at the date of accident or date a particular event occurred (when calculating travel allowances for example, the date the worker travelled to a medical appointment).

When reviewing previous decisions, WCB and Appeals Commission are generally required to use the policy that was in effect at the time the initial decision was made. Exceptions to these rules are usually noted in the policy documents.