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TO GENERAL SERVICES ADMINISTRATION  
 ARCHIVES AND RECORDS SERVICE WASHINGTON, D.C. 20405

DATE RECEIVED NOV 3 1978

FROM AGENCY OF ESTABLISHMENT

U.S. Department of Labor

NOTIFICATION TO AGENCIES

1. MAJOR SUBDIVISION

Labor-Management Services Administration

In accordance with the provisions of 24 U.S.C. 10101, the disposal of records of this agency is subject to the provisions of the National Archives and Records Administration (NARA) and the National Archives and Records Administration (NARA) and the National Archives and Records Administration (NARA).

2. MAJOR SUBDIVISION

Pension and Welfare Benefit Programs

WITHDRAWN

3. PERSONNEL INFORMATION CENTER

Frankie V. Hall

523-8595

4. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act in this agency in matters relating to the disposal of records and that the records proposed for disposal in this request of 5 page(s) are not now needed to the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal
- B Request for disposal after a specified period of time or request for permanent retention

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/20/78	<i>Leonard I. Nichols</i> Leonard I. Nichols	LMSA RECORDS OFFICER

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>LMSA Records Schedule #9</u></p> <p>The Employee Retirement Income Security Act of 1974 (ERISA), approved September 2, 1974 (88 Stat. 829; 29 U.S.C. 1001 note) protects the financial interest of the estimated 40 million American workers enrolled in private retirement and welfare benefit plans, and beneficiaries. The Act is administered by the Departments of Labor and Treasury, and the Pension Benefit Guaranty Corporation. The Pension and Welfare Benefit Programs (PWBP), a component of the Labor-Management Services Administration (LMSA), has been delegated the responsibility for carrying out the Department of Labor's portions of the Act. The Welfare and Pension Plans Disclosure Act (WPPDA) and its reporting provisions, were repealed by the ERISA on January 1, 1975.</p>		WITHDRAWN

*all items withdrawn*

*18 items*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
I.	<p>The ERISA requires administrators of private pension and welfare plans to file descriptions of those plans with PWBP; to provide plan participants and the department with easily understandable summaries of plans; and to report annually on the financial operations of the plans and the persons charged with handling plan funds and assets. The plan description is reported on the EBS-1 form, the annual financial report is the form 5500, and the summaries of the plans are the Summary Plan Description. The ERISA report forms are maintained on microfiche, except for the one-time 2 page EBS-1 Plan Description which is on microfilm. The Summary Plan Description will also be maintained on microfiche.</p> <p>Definitions:</p> <p>Originals - original paper copies submitted to DOL</p> <p>Working copy - two diazo copies of microfiche or two copies of the microfilm maintained in PWBP.</p> <p>Master copy - one silver copy of the microfiche or one silver copy of the microfilm maintained by the contractor from which working copies can be made. This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.504 and that the Silver original microfilm plus one positive copy of each microfilm which is a vesicular microfilm copy, shall be offered to the Washington National Records Center, Washington, D.C.</p> <p><u>Plan Descriptions.</u> Form EBS-1 and amended Form EBS-1</p> <p>a. Originals (paper copy). Retain originals until they have been inventoried, microfiched, and the quality control test of the microfiche is completed; transfer to the Federal Records Center (FRC) for six years, then destroy.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
II.	<p><u>b. Working copy microfiche (2 diazo copies).</u></p> <p>(1) <u>Active Plans.</u> Remove from file three years after receipt of an updated (amended) report, then destroy.</p> <p>(2) <u>Terminated Plans.</u> Remove from file three years after receipt of terminated report, then destroy.</p> <p>(3) <u>Merged Plans.</u> Remove from file three years after receipt of merged report, then destroy.</p> <p><u>c. Master copy microfiche (silver copy).</u> Maintain the master copy microfiche of all plan descriptions (active, terminated and merger plans) for 3 months, then transfer to the Federal Records Center (FRC) for forty years; then destroy.</p> <p><u>Annual Reports</u> Form 5500, 5500-C, 5500-K and Schedules A and B (Form 5500), and supporting documents including accountants reports and actuaries reports.</p> <p>a. <u>Originals (paper copy).</u> DOL will receive originals of the annual reports Form 5500, for the Plan Years 1975 and 1976; thereafter, IRS will receive the originals and produce a vesicular microfiche copy for DOL. Retain originals for Plan Years 1975-1976 until they are microfiched, inventoried, and the quality control test is completed; transfer to the Federal Records Center (FRC) for six years, then destroy, See IRS Schedule #203 (NC-1-58-77-10.)</p> <p>b. <u>Working copy microfiche (2 diazo copies for years 1975, 1976)</u>                      (1 vesicular copy for all subsequent years)</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
III.	<p>(1) <u>Active Plans</u>. Maintain in file for six years, then destroy.</p> <p>(2) <u>Terminated Plans</u>. Remove from file three years after receipt of terminated report, then destroy.</p> <p>(3) <u>Merged Plans</u>. Remove from file three years after receipt of merged report, then destroy.</p> <p>c. <u>Master copy microfiche (silver copy)</u> Maintain master copy microfiche of all annual reports received for Plan Years 1975 and 1976; (for active, terminated, and merged plans) for 3 months. Transfer to the Federal Records Center. Hold at FRC forty years; then destroy.</p> <p><u>Summary Plan Descriptions</u> Pamphlets describing the terms and benefits of pension and/or welfare plans.</p> <p>a. <u>Originals (paper copy)</u>. Retain originals until they have been inventoried, microfiched, and the quality control test of the microfiche is completed; transfer to the Federal Records Center (FRC) for six years, then destroy.</p> <p>b. <u>Working copy microfiche (2 diazo copies)</u></p> <p>(1) <u>Active Plans</u>. Remove from file three years after receipt of an updated (amended) report, then destroy.</p> <p>(2) <u>Terminated Plans</u>. Remove from file three years after receipt of terminated report, then destroy.</p> <p>(3) <u>Merged Plans</u>. Remove from file three years after receipt of merged report, then destroy.</p> <p>c. <u>Master copy microfiche (silver copy)</u>. Maintain the master copy microfiche of all summary plan descriptions (active, terminated and merger plans) for 3 months, then transfer to the Federal Records Center (FRC) for forty years; then destroy.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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IV.	<p>Plan Description (Two Pages) An abbreviated 2 page EBS-1 form required for Plan Year 1974.</p> <p>a. <u>Originals (paper copy)</u>. Retain originals until they have been inventoried, microfilmed, and the quality control test of the microfilm is completed; transfer to the Federal Records Center (FRC) for six years, then destroy.</p> <p>b. <u>Working copy microfilm (2 diazo microfilm cartridges)</u>.  Retain working copy of the 2 pages plan description for active, terminated and merged plans for three years, then destroy.</p> <p>c. <u>Master Copy Microfilm</u>. Maintain the master copy microfilm of all plans for three months, then transfer to the Federal Records Center (FRC) for forty years; then destroy.</p>		