

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NC 1-465-81-1</i>	
DATE RECEIVED <i>4/10/81</i>	
NOTIFICATION TO AGENCY <small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
<i>8-21-81</i> Date	<i>[Signature]</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
PENSION BENEFIT GUARANTY CORPORATION

2. MAJOR SUBDIVISION
(Corporation-wide)

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Sally Crocker

5. TEL. EXT.
254-4765/4766

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 23 page(s) are not now needed for 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 <i>2/10/81</i> <i>2/16/81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond J. Smith</i> Raymond J. Smith	E. TITLE Deputy Director, Office of Management Services (Records Disposition Officer)
---	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the Pension Benefit Guaranty Corporation (PBGC). Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service (NARS).</p> <p>No paper copies of PBGC records listed in this schedule which are subsequently microfilmed shall be destroyed until it has been determined that the microfilm is an adequate substitute.</p> <p>All PBGC records covered by the General Records Schedules (GRS) are disposable without further authorization.</p>		

115-107

Agency copy sent. 8-25-81. [Signature]
Closed Out: 8-25-81: [Signature]
Copy to NNB, NNF & NNR

104 items **STANDARD FORM 115**
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE -
2 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>GENERAL RECORDS</u>			
1.	<p><u>Non-Record Material.</u> Material which has no documentary or evidential value, such as library material made or acquired and preserved solely for reference or extra copies of documents preserved only for convenience or reference, or stocks of publications and processed documents. This material accumulates in offices as a convenience to personnel but should be kept to a minimum. Retention is not authorized. Much of this material should be read/scanned and destroyed without filing. If filed, it should be kept separate from official records, e.g., in bookcases or other open shelving, supply cabinets, etc.</p>		
2.	<p><u>General Administrative Files.</u> Unless otherwise specified in this schedule or the GRS, records accumulated by individual offices that relate to routine internal administration or house-keeping activities of the office rather than the functions for which the office exists. These records may include copies of correspondence and reports prepared in the office and forwarded to higher levels and other materials that do not serve as official documentation.</p> <p>Break file at end of fiscal year. Destroy one year later.</p>		
3.	<p><u>Reading or Chronological Files.</u> Extra copies of correspondence prepared and maintained by the originating office, used solely as a reading or reference file for the convenience and information of personnel.</p> <p>Maintain in monthly files. Destroy when six (6) months old.</p>		
4.	<p><u>Suspense Files.</u> Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to action is expected and if not received should be traced on a given date; or a transitory paper held for reference that may be destroyed on a given date.</p> <p>a. Notes and other reminders to submit a report or reply or take some action.</p> <p>b. File copies, or an extra copy of an outgoing communication, filed by the date a reply is expected.</p> <p>c. Transitory papers held in suspense pending the completion of a forthcoming action, until a short period (usually thirty days) has elapsed.</p> <p>Destroy when required action is taken, reply is received, or when no longer needed.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE
3 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p><u>Technical Reference Material.</u> Copies of reports, studies, special compilations of data, drawings, periodicals, clippings, and other material which are needed for reference and information purposes but are not made a part of official files. Prepared internally and externally.</p> <p>Review annually; destroy material of no further reference value.</p>		
6.	<p><u>Transitory Material.</u> Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than six months. Record keepers can combine the types of temporary material shown below into one transitory file arranged chronologically and destroy after a short period.</p> <p>a. Letters of transmittal that do not add information to that contained in the transmitted material.</p> <p>Destroy upon receipt.</p> <p>b. Quasi-official notices, memoranda, and other papers that do not serve as a basis for official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and papers dealing with activities of employee associations or unions.</p> <p>Destroy when purpose has been served.</p>		
7.	<p><u>Indices, Logs, Journals, and Registers.</u> Unless otherwise specified in this schedule, reference sources, finding aids, and other documentation maintained for the convenience and use of the staff for listing and controlling files or Corporate actions.</p> <p>Destroy when superseded or obsolete.</p>		
8.	<p><u>Management Planning and Workload Review Files.</u> Analyses, notes, drafts, charts, interim and cumulative reports, and other workpapers generated which concern the manner or method of planning, directing, controlling, or doing work, or measuring workload.</p> <p>Break file at end of fiscal year. Destroy three years later.</p>		
9.	<p><u>Subject Files.</u> Used to retain a record of the daily operations and administration of an office and to provide reference to current subjects of a substantive and administrative nature.</p> <p>a. Record copies of office policy and precedent material.</p>		

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE

4 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Break file at end of fiscal year. Screen and destroy obsolete material. Bring forward current material.</p> <p>b. Copies of other correspondence, printed material, technical reports and studies, completed forms, and similar documents.</p> <p>Break file at end of fiscal year. Destroy when 5 years old.</p> <p>10. <u>Directives, Procedural Issuances, and Operating Manuals.</u> Issued within the Corporation by or for the Executive Director of PBGC or any office or division, to state and implement policies and procedures or to disseminate information. Includes the <u>OPO Operations Manual</u> (a 9-part manual issued by the Office of Program Operations to prescribe its policies and operational procedures); the <u>OIM Procedures Manual</u>; the <u>OFO Procedures and Controls Manuals</u>; and <u>PBGC Directives</u> (Administrative in content).</p> <p>a. Record copies of issuances related to agency program functions.</p> <p>Permanent. Break file every 5 years. Offer to NARS in 5 year blocks when 20 years old.</p> <p><u>Estimated Current Volume:</u> 7 in. <u>Estimated Annual Accum.:</u> 2 in. <u>Arrangement:</u> Alpha-numerical by directive number and subject matter.</p> <p>b. Case files (background files) documenting important aspects of the development of program issuances (see a. above).</p> <p>Break file every five years. Destroy when 10 years old.</p> <p>c. Issuances related to routine administrative functions (payroll, procurement, personnel).</p> <p>Destroy when superseded or obsolete.</p> <p>d. Case files related to (c) above which document aspects of the development of the issuance.</p> <p>Destroy when issuance is destroyed.</p>		
11.	<p><u>Forms Files.</u></p> <p>a. One record copy of each form created by the Corporation</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE
5 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12. - 19.	<p>with related instructions and documentation indicating its inception, scope, and purpose.</p> <p>Destroy when 10 years old or when superseded or obsolete, whichever is later.</p> <p>b. Working papers, background materials, requisitions, specifications, processing data, and control records.</p> <p>Destroy when related form is discontinued, superseded, or cancelled.</p> <p><u>Reserved</u></p>		

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE
6 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>OFFICE OF THE EXECUTIVE DIRECTOR</u>			
20.	<p><u>Official Minutes of the Advisory Committee.</u> Bound manuscript copy of minutes of the 7-member Advisory Committee established by §4002 (h), Title IV, ERISA, to advise the Corporation as to its policies and procedures re: appointment of trustees in termination proceedings, investment of monies, timing of plan termination, and other issues requested by Corporation. (2/25/75 - .) (See Item 41 for Advisory Committee Working Files.)</p> <p>Permanent. Cut off minutes every 5 years. Offer to NARS in 5 year blocks when 18 ²⁰ years old.</p> <p><u>Estimated Current Volume:</u> 8 in. JW 7-30-81 <u>Estimated Annual Accum.:</u> 1 in. <u>Arrangement:</u> Chronological. <u>New Restrictions:</u> Not applicable.</p>		
21.	<p><u>Official Minutes of the Contingent Employer Liability Insurance (CELI) Panel.</u> Bound manuscript copy of minutes of 15-member CELI Panel established by the Advisory Committee to assist in developing the unique CELI program, mandated by §4023, Title IV, ERISA, by offering suggestions and evaluating staff proposals re: the impact of potential employer liability on employers, creditors, and plan participants, the scope and design of CELI coverage and CELI premium structure. (1/27/77 - 9/30/79) (See Item 24 for report to Congress on CELI.)</p> <p>Permanent. Offer to NARS October 1989.</p> <p><u>Estimated Current Volume:</u> 1 in. <u>Arrangement:</u> Chronological. <u>New Restrictions:</u> Not Applicable.</p>		
22.	<p><u>Executive Director's Correspondence Files.</u> Executive Director's correspondence reflecting the development and exposition of Corporate pension policy. Includes correspondence with the Congress, OMB, other Executive Agencies, pension associations, and PBGC management officials.</p> <p>Permanent. Cut off files when Executive Director's appointment terminates. Offer to NARS when 18 years old. <u>Transfer to records center 5 years later, 20</u></p> <p><u>Estimated Current Volume:</u> 8 in. JW 7-30-81 <u>Estimated Annual Accum.:</u> 4 in. J.E. Conker 7/1/81 <u>Arrangement:</u> Alpha-subject.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE

7 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	<p>Research and Evaluation Files. Published and unpublished research and evaluation reports on the retirement income security of American workers in general and more specifically on: the characteristics of pension plans covered by Title IV of ERISA and their participants and sponsors; studies on the business, economic, and other reasons for the formation, operation, and termination of covered plans; studies on PBGC experience in administering the plan termination insurance program including benefits paid participants in terminated plans; and assessments of the impact of plan experience and of proposed or current policies or programs on the general public, plan sponsors, participants, and PBGC.</p> <p>a. All published and unpublished reports and studies.</p> <p><u>Permanent.</u> Cut off files every 5 years. Transfer to <u>FRC 10 years later.</u> Office to NARS in 5 year blocks when 15 ²⁰ years old. <i>er</i></p> <p><u>Estimated Current Volume:</u> 2 cu. ft. <i>A</i> <u>Estimated Annual Accum.:</u> 0.5 cu. ft. <i>7-30-81</i> <u>Arrangement:</u> Alpha-subject. <u>New Restrictions:</u> Not Applicable.</p> <p>b. All working papers supporting published and unpublished reports and studies including transmittal memoranda, and program and project management reports and administrative control documents.</p> <p>Transfer to FRC 10 years after reports are published/completed; destroy when 15 years old.</p>		
24.	<p><u>Special Reports to Congress.</u> Any special reports mandated by statute or otherwise required by the Congress or its committees. Examples are:</p> <p>"Report to Congress on Multiemployer Plans", one-time analytical report to the Congress on multiemployer plans and their potential liabilities for the PBGC (July 1978); and</p> <p>"Report to Congress on Contingent Employer Liability Insurance" (CELI), interim report to the Congress regarding the feasibility and desirability of developing and implementing a CELI Program to insure employers/sponsors against liability to PBGC when a terminated plan has insufficient assets to fund the guaranteed portion of vested benefits (July 1978).</p> <p>a. Reports, including integral supporting documentation.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE 8 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Permanent</u>. Transfer to FRC 5 years after reports are completed and accepted. Offer to NARS 10 years after acceptance. 20</p> <p>Estimated Current Volume: 8 in. <u>Estimated Annual Accum.:</u> 2 in.</p> <p>b. Report Working Papers.</p> <p>Destroy 2 years after reports are completed and accepted.</p>		
25.	<p><u>GAO Matters</u>. All general correspondence with GAO, GAO Statements of Facts, Observations and Suggestions, and processing, use and exchange of information under ERISA.</p> <p>Transfer to FRC when two years old. Destroy when 5 years old.</p>		
26.	<p><u>Audit and Investigation Reports</u>. Copies of reports and related correspondence including appropriate supporting documents.</p> <p>Transfer to FRC two years after reports are completed. Destroy five years after reports are completed.</p>		
27.	<p><u>Information Files</u>. Complete set of formal and informal informational releases, brochures, annual reports, and official speeches.</p> <p>a. Record copies of formal and informal information releases.</p> <p><u>Permanent</u>. Cut off file every 5 years. Transfer to FRC 5 years later. Offer to NARS in 5 year blocks when 20 years old.</p> <p><u>Estimated Current Volume:</u> 0.25 cu. ft. <u>Estimated Annual Accum.:</u> 0.1 cu. ft. <u>Arrangement:</u> Chronological</p> <p>b. Brochures, including publications and quarterly reports to the board and bulletins to pension community (short term project discontinued.)</p> <p><u>Permanent</u>. Cut off file every 5 years. Transfer to FRC 5 years later. Offer to NARS in 5 year blocks when 10 years old. 20</p> <p><u>Estimated Current Volume:</u> 0.75 cu. ft. <u>Estimated Annual Accum.:</u> 0.10 cu. ft. <u>Arrangement.</u> Chronological - numerical. 7-30-81</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE 9 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
c.	<p>Annual reports to the President and the Congress.</p> <p><u>Permanent.</u> Cut off file every 5 years. Transfer to FRC 5 years later. Offer to NARS 10 years after cut off.</p> <p><u>Estimated Current Volume:</u> 0.25 cu. ft. <i>20</i></p> <p><u>Estimated Annual Accum.:</u> 0.10 cu. ft. <i>5-30-81</i></p> <p><u>Arrangement.</u> Chronological</p>		
d.	<p>Official speeches of Executive Director and other PBGC top officials.</p> <p><u>Permanent.</u> Cut off file every 5 years. Transfer to FRC 5 years later. Offer to NARS in 5 year blocks when 20 years old.</p> <p><u>Estimated Current Volume:</u> 4 in.</p> <p><u>Estimated Annual Accum.:</u> 2 in.</p> <p><u>Arrangement.</u> Chronological</p>		
e.	<p>All other copies of Items a-d above.</p> <p>Destroy when superseded or obsolete.</p>		
f.	<p>Working papers which document the inception, scope, and purpose of Items a-d above.</p> <p>Cut off file every 2 years. Destroy 4 years later.</p>		
28.	<p><u>Information Subject Files:</u> Files created in responding to non-routine requests for information about the pension program; the planning and implementing documents for PBGC's media program and its technical/non-technical publications program. The files also include photographs, newspaper clippings and special trade and professional publications.</p> <p>Break file at end of fiscal year, screen and destroy obsolete/superseded materials. Hold other materials of continuing value 3 years and destroy.</p>		
29.	<p><u>Reserved</u></p>		
39.			

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>OFFICE OF THE GENERAL COUNSEL</u>			
40.	<p><u>Board of Directors' Files.</u> Records of Board decisions related to program activities of the Corporation, including official minutes and resolutions since the Board's inception, working files of Board meetings, working copies of agenda, and copies of minutes, resolutions, Chairman's orders, and related materials.</p> <p>a. Manuscript copy of Minutes and Resolutions of the Board, including the agenda and supporting documentation.</p> <p>b. Manuscript copy of all written resolutions of the Board, requiring the written affirmative vote of all Board members when a formal Board meeting is not called. Includes the supporting documentation for the resolutions.</p> <p><u>Permanent.</u> Cut off every 10 years. Offer to NARS in 10 year blocks when 20 years old.</p> <p><u>Estimated Current Volume:</u> 1 cu. ft. <u>Estimated Annual Accum.:</u> 2 in. <u>Arrangement:</u> Chronological</p> <p>c. Complete set of copies of Minutes and Resolutions of the Board.</p> <p>Destroy when no longer needed.</p> <p>d. Working files and background papers.</p> <p>Break file at end of fiscal year. Transfer to FRC when 4 years old. Destroy when 10 years old.</p>		
41.	<p><u>Advisory Committee Files.</u> Official working files of Committee meetings, working copies of agenda, Committee resolutions, and other materials. (See Item 20 for official minutes of the Advisory Committee.)</p> <p>Break file at end of fiscal year. Transfer to FRC when 2 years old. Destroy when 5 years old.</p>		
42.	<p><u>Official Speeches of the General Counsel.</u> Record copies of speeches made by the General Counsel and top OGC staff in their official capacity.</p> <p><u>Permanent.</u> Cut off file every 5 years. Transfer to FRC 5 years later. Offer to NARS in 5 year blocks when 20 years old.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE
11 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
43.	<p>Estimated Current Volume: 2 in. Estimated Annual Accum.: 1 in. Arrangement: Chronological.</p> <p><u>Case Files.</u> Correspondence, workpapers, and other related historical documents between attorneys and counsel on each case. Includes litigation files containing originals and copies of all pertinent documents relating to a specific case in litigation.</p> <p>a. Case files, including litigation files, such as Nachman Corporation V. PBGC, et. al. and PBGC V. Gopman; selected by PBGC legal staff and a representative of the Archivist of the United States.</p> <p>Permanent. Select files 2 years after case is closed. Offer to NARS 15 years after case is closed.</p> <p>Estimated Current Volume: 5.0 cu. ft. Estimated Annual Accum.: 1.5 cu. ft. Arrangement: Numerical by case number.</p> <p>b. Unselected files.</p> <p>Transfer to FRC 2 years after case is closed. Destroy 15 years after case is closed.</p> <p>c. Litigation Group copies.</p> <p>Destroy after case is closed.</p>		
44.	<p><u>Master History Index.</u> Index cards arranged alphabetically by name of pension plan and/or case activity with a history of all that has transpired within the Office of the General Counsel.</p> <p>Transfer to inactive file when plan or case activity is closed. Destroy 15 years later.</p>		
45.	<p><u>Regulations Files.</u> Materials documenting the preparation, review, and clearance of rules, regulations, and amendments thereto promulgated pursuant to statutory requirements of the PBGC. Issued to establish corporate policy and influence Federal pension insurance policy. Includes proposed and final briefs, drafts, comments on proposed regulations, summaries of responses, and a copy of published rules and regulations.</p> <p>Transfer to FRC 6 years after promulgated or rejected. Destroy 15 years after promulgated or rejected.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
 Revised July 1974
 Prescribed by General Services
 Administration
 FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE
12 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
46.	<p><u>Settlement Agreements.</u> The signed originals of all corporate trusteeship agreements and employer liability agreements.</p> <p>Retain in PBGC under secure conditions. Destroy when pension plan is "paid out."</p>		
47.	<p><u>Legal Opinions Files.</u> Includes PBGC Opinion Manual (published sanitized opinion letters on the provisions of ERISA issued to employers, pension plan administrators, attorneys, et. at.), interpretive memoranda issued within OGC for the guidance of the staff, and memoranda and correspondence developed on other legal issues.</p> <p>a. Record copy of PBGC opinion letters.</p> <p><u>Permanent.</u> Break file at end of fiscal year. Transfer to FRC when 6 years old. Offer to NARS when 20 years old.</p> <p><u>Estimated Current Volume:</u> 8 in. <u>Estimated Annual Accum.:</u> 1 in. <u>Arrangement:</u> Numerical by statute section. <u>New Restrictions:</u> Not applicable.</p> <p>b. Interpretive memoranda issued for OGC internal guidance.</p> <p>Break file at end of fiscal year. Transfer to FRC when 3 years old. Destroy when 10 years old.</p> <p>c. Copies of all other opinions with supporting papers, if any.</p> <p>Transfer to FRC when 6 years old. Destroy when 15 years old.</p> <p>d. Working papers including analyses, notes, and drafts.</p> <p>Destroy 6 months after opinion or memorandum is issued.</p>		
48.	<p><u>Legislative Files.</u> Correspondence, committee reports, and other documents relating to the preparation and/or review of legislation proposed by or in the interest of the Corporation.</p> <p>a. Reports to committees on introduced legislation and comments on legislative proposals.</p> <p><u>Permanent.</u> Transfer to FRC 5 years after proposal is enacted into law or rejected. Offer to NARS in 5 year blocks when 10 years old.</p> <p style="text-align: center;">20</p> <p style="text-align: center;"><i>JH</i> 7-30-81</p>		

18

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE
13 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
49. - 59.	<p><u>Estimated Current Volume:</u> 1 cu. ft. <u>Estimated Annual Accum.:</u> 4 in. <u>Arrangement.</u> Alphabetical. <u>New Restrictions:</u> Not applicable.</p> <p>b. Drafts of legislation, extra copies of proposals, and printed copies of hearings and final laws.</p> <p>Destroy when proposal is enacted into law or rejected.</p> <p><u>Reserved.</u></p>		

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE
14 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>OFFICE OF PROGRAM OPERATIONS</u>			
60.	<p><u>Index Card Control Files.</u> Index cards of case control information including case numbers, names and addresses of companies and sponsors, numbers assigned to terminations which are incomplete, and information pertaining to the coverage status of cases. Files also contain cards for controlled correspondence.</p> <p>Destroy after information recorded on the cards has been incorporated into the computerized tracking system and verified.</p>		
61.	<p><u>Tax Returns or Tax Return Information Disclosed by the Internal Revenue Service (IRS).</u> Confidential materials such as tax returns and other IRS forms relating to pension plan sponsors, including related memoranda, control documentation, and working papers.</p> <p>a. Originals or certified/attested copies.</p> <p>Return to IRS when no longer needed, in accordance with Internal Revenue Code Section 6103(p)(4)(f), and PBGC Directive GA-45-3, paragraph 20b.</p> <p>b. Copies.</p> <p>Destroy when no longer needed, in accordance with current IRS requirements, and PBGC Directive GA-45-3, paragraph 20a.</p>		
62.	<p><u>Permanent System of Standardized Records.</u> Records of requests made by, or of, PBGC for the disclosure of tax return information pursuant to the provisions of Internal Revenue Code, Section 6103(1)(2). Includes the index card record of each tax return information request, filed by taxpayer name and plan I.D., and access authorization and debriefing forms.</p> <p>a. Index cards.</p> <p>Destroy five years after the tax returns/tax return information are returned to IRS or destroyed, or until a judicial or administrative proceeding makes the return/information a part of the public record, whichever is earlier.</p> <p>b. Access authorization and debriefing forms.</p> <p>Destroy when employee separates from PBGC or transfers into non-safeguarded office.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE

15 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
63.	<p><u>Zero Files.</u> Correspondence and case file information which, due to incomplete or deficient documentation or other reasons, does not become an active case. Includes correspondence from plans or sponsors which cannot be placed in other case file categories.</p> <p>Break file at end of fiscal year. Destroy one year later.</p>		
64.	<p><u>Coverage Case Files.</u> Correspondence, case development work papers, and other documents pertaining to the processing of cases requiring a determination by PBGC as to whether or not a pension plan is covered under the Employee Retirement Income Security Act of 1974 (ERISA).</p> <p>Break file at end of fiscal year. Transfer to FRC 1 year later. Destroy when 15 years old.</p>		
65.	<p><u>Congressional Correspondence Control Files.</u> Index cards, arranged alphabetically by constituent and Congressional inquirer, showing receipt date, routing, and disposition of all Congressional correspondence received by the PBGC. Record copies of Congressional correspondence arranged alphabetically by constituent or plan sponsor.</p> <p>Break files at end of fiscal year. Destroy 1 year later.</p>		
66.	<p><u>Participant Files.</u> Correspondence, calculation sheets showing benefit entitlement, employment information, and other pertinent documents on each participant in each covered pension plan.</p> <p>a. Vested participant files.</p> <p>Destroy 1 year after final payment to or death of last participant and final payment to or death of last surviving beneficiary of participant in the plan.</p> <p>b. Non-vested participant files.</p> <p>Destroy 7 years after written notification of participant.</p>		
67.	<p><u>Plan Record Files.</u> Worksheets showing benefit entitlements, plan document and all amendments, copies of signed trusteeship agreements, Notice of Intent to Terminate, participant lists, and other documents showing participant and actuarial data for each single employer and multiemployer covered plan.</p> <p>Destroy 1 year after final payment to or death of last participant and final payment to or death of last surviving beneficiary of the participant in plan.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE
16 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
68.	<p><u>Plan Termination Case Files.</u> Correspondence, case development, and other documents pertaining to the processing of cases involving terminations.</p> <p>a. <u>Plan Insufficiency/Sufficiency (Trusteed).</u></p> <p>Transfer to FRC 6 months after the case is closed. Destroy 40 years after case is closed.</p> <p>b. <u>Plan Sufficiency (Non-Trusteed).</u></p> <p>Transfer to FRC 3 months after the case is closed. Destroy 20 years after case is closed.</p>	NC1-174-79-1 Item 1	79-1 1
69.	<p><u>Reportable Event Case Files.</u> Correspondence, case development, and other documents pertaining to the processing of cases involving reportable events.</p> <p>Transfer to FRC 3 months after the case is closed. Destroy 20 years after case is closed.</p>	NC1-174-79-1 Item 1	79-1 1
70.	<p><u>Plant Closing Case Files.</u> Correspondence, case development, and other documents pertaining to the processing of cases involving plant closings.</p> <p>Transfer to FRC 3 months after the case is closed. Destroy 20 years after case is closed.</p>	NC1-174-79-1 Item 1	79-1 1
71.	<p><u>Employer Withdrawal Case Files.</u> Correspondence, case development, and other documents pertaining to the processing of cases involving employer withdrawals.</p> <p>Transfer to FRC 3 months after the case is closed. Destroy 20 years after case is closed.</p>	NC1-174-79-1 Item 1	79-1 1
72.	<p><u>Actuarial Reports File.</u> Copies of contractor-prepared actuarial reports containing termination calculations and plan liabilities projections for large or complex cases (one copy made part of case file, see Items 68a and b).</p> <p>a. <u>Master File copy.</u></p> <p>Break file at end of fiscal year. Destroy 3 years later.</p> <p>b. <u>Actuary copy.</u></p> <p>Destroy 6 months after receipt.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE

17 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73.	<p><u>Actuarial Reports Correspondence File.</u> Copies of memoranda summarizing and transmitting actuarial work performed or reviewed in Division.</p> <p>Break file at end of fiscal year. Destroy 3 years later.</p>		
74.	<u>Reserved.</u>		
-			
79.			

Request for Records Disposition Authority -- Continuation

JOB NO.

PAGE

18 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>OFFICE OF FINANCIAL OPERATIONS</u>			
80.	<p><u>Budget Policy Files.</u> Correspondence and subject files in the Corporation's budget office, documenting Corporate policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Corporate programs.</p> <p>Break file at end of fiscal year. Bring forward materials of current and continuing value. Transfer others to FRC 3 years later. Destroy when 10 years old.</p>		
81.	<p><u>Budget Estimates and Justifications Files.</u> Files of consolidated budget estimates and justifications prepared in the Corporate budget office. Included are appropriation language sheets, narrative statements, and related schedules and data.</p> <p>Break file at end of fiscal year. Destroy 3 years later.</p>		
82.	<p><u>Master Employee Record.</u> A list of home addresses, deduction authorizations, and bank names and addresses of individual PBGC employees, arranged by social security number. (DOL is agency of record; provides payroll services for PBGC).</p> <p>Destroy when superseded or obsolete.</p>		
83.	<p><u>Financial Management Reporting System Files.</u> A monthly financial status report showing costs and obligations by object class and cost center.</p> <p>Break file at end of fiscal year. Transfer to FRC when 3 years old. Destroy when 10 years old.</p>		
84.	<p><u>PBGC Property File.</u> Periodic reports listing all PBGC capitalized property and applicable depreciation for each item. Report used to update General Ledger property accounts.</p> <p>Transfer to FRC when 3 years old. Destroy when 10 years old.</p>		
85.	<p><u>Participant File Update Forms.</u> Data entry forms used to enter fiscal information into the Corporation's ADP benefit payment system. They serve as the official authorization for the payment of benefits to qualified plan participants.</p> <p>Transfer to FRC when 2 years old. Destroy when 5 years old.</p>		
86.	<p><u>Benefit Payment Check Summary.</u> A computer printout showing the value and number of checks for each regular and supplemental check issued for each pension plan.</p>		

Request for Records Disposition Authority - Continuation

JOB NO.
NC1-465-81-1PAGE
19 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Transfer to FRC when 2 years old. Destroy when 5 years old.		
87.	<p>Item 87 amended per agency request of 7-8-81. JLH. See page 20 of 25.</p> <p>Benefit Payment Check Register. A monthly computer printout showing plan participants who have received payment, the check number, and the amount of the payment. These reports are issued monthly for regular and supplemental benefit payments.</p>		
	Transfer to FRC when 2 years old. Destroy when 5 years old.		
88.	<p>Cancelled (Purged) Benefit Payment Checks. Issued by PBGC to qualified plan participants and voided. Filed in-house.</p> <p>Break file at end of fiscal year. Destroy when 7 years old.</p>		
89.	<p>Paid Benefit Payment Checks. Issued by PBGC to qualified plan participants and paid by bank of account. Filed by bank.</p> <p>Break file at end of fiscal year. Destroy when 7 years old.</p>		
90.	<p>Voided Benefit Payment Checks. Benefit payment checks which for any reason are voided by PBGC before being issued to qualified plan participants. Filed by PBGC.</p> <p>Break file at end of fiscal year. Destroy when 7 years old.</p>		
91.	<p>Benefit Payment Check Reconciliation Statements. Monthly computer statements, received from a commercial bank, listing by check number the benefit payment checks issued, voided, paid, or outstanding against the PBGC account(s) during the previous month.</p> <p>Break file at end of fiscal year. Destroy when 3 years old.</p>		
92.	<p>Plan Asset Case Files. Correspondence, financial data, and other related working papers which document the asset status and/or transfer of all trusted plans.</p> <p>Transfer to FRC 2 years after case is closed. Destroy 10 years after case is closed.</p>		
93.	<p>Investment Policy Panel File. Records of the 6-member Investment Policy Panel established by the Advisory Committee to develop investment guidelines and, ongoing, to review, evaluate and modify its investment policy recommendations for the Committee. Includes PBGC staff position papers, correspondence and other reports documenting the Corporate investment program and subsystem established to operate and evaluate the money-management program.</p> <p>a. Official Minutes of the Investment Policy Panel including</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK

JOB NO NC1-465-81-1	Page of 20 24
DATE RECEIVED	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
 Pension Benefit Guaranty Corporation

2. MAJOR SUBDIVISION
 Office of Financial Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Sally Crocker

5. TEL. EXT.

254-4764

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for 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 7/8/81	D. SIGNATURE OF AGENCY REPRESENTATIVE Raymond J. Smith <i>Raymond J. Smith</i>	E. TITLE Deputy Director, Office of Management Services (Records Management Officer)
-------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
87	<p>Job # NC1-465-81-1 .Page 20 of 24.</p> <p>To revise Item 87 to include microfilm/microfiche copies which have been approved by the PBGC General Counsel for use in lieu of the computer printout copy.</p> <p>Benefit Payment Check Register. A monthly computer printout showing plan participants who have received payment, the check number, and the amount of the payment. These reports are issued monthly for regular and supplemental benefit payments.</p> <p>a. Paper copy Destroy when 6 months old.</p> <p>b. Microfilm (1975-9/79) / Microfiche (10/79 -) copy Destroy when 5 years old.</p>		

Request for Records Disposition Authority – Continuation

JOB NO.
NC1-465-81-1PAGE
21 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>agenda, position papers, and final reports (11/03/75-).</p> <p>Permanent. Cut off minutes every 5 years. Offer to NARS in 5 year blocks when 10 ²⁰ years old.</p> <p>Estimated Current Volume: 1 cu. ft. Estimated Annual Accum.: .25 cu. ft. Arrangement: Chronological. New Restrictions: Not applicable.</p> <p>b. Background papers and working files.</p> <p>Cut off files every 5 years. Destroy when 10 years old.</p>		
94.	<p><u>Trust Fund Ledger System Summary Reports.</u> Consolidated monthly accounting reports which summarize, from date of termination through date of commingling of funds, financial data on all insufficient pension plans of which the Corporation has become trustee.</p> <p>Break file at end of fiscal year. Transfer to FRC when 5 years old. Destroy when 7 years old.</p>		
95.	<p><u>Financial Data and Plan Asset Files for Insufficient Terminated Plans.</u> Accounting records on each insufficient terminated plan, including monthly or quarterly Receipts and Disbursements Ledgers and assets statements showing liquid assets, investments, and liabilities. File also may contain a copy of the Notice of Appointment to Trustee and other related correspondence.</p> <p>Transfer to FRC 5 years after date plan funds are commingled. Destroy 20 years after the date plan funds are commingled.</p>		
96.	<p><u>Corporate Financial Planning Files.</u> Records containing various analyses of the corporate financial condition for single and multiemployer programs. It also contains analyses of specific programmatic aspects of the single or multiemployer programs.</p> <p>Periodically review files for currency. Screen and bring forward to current files, items of current interest value. Transfer other to FRC when 5 years old. Destroy when 15 years old.</p>		
97.	<p><u>Corporate Financial Policy Files.</u> Files containing basic research and evaluation papers leading to policy decisions. Files include analyses of proposed policy or recommendations originating in either this or other offices.</p> <p>Periodically review files for currency. Screen and bring forward items of current value. Transfer others to FRC when 5 years old. Destroy when 15 years old.</p>		

Request for Records Disposition Authority--Continuation

JOB NO.
NC1-465-81-1

PAGE
22 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
98. - 109.	Reserved.		
110.	<p style="text-align: center;"><u>OFFICE OF INFORMATION MANAGEMENT</u></p> <p><u>Annual Premium Filing Form.</u> Submitted with the annual pension insurance premium payment for each pension plan. Includes identifying data on the plan and serves as an on-going record of the plan's premium payment history. This entry not to be confused with copies of the same form submitted either to indicate non-coverage or to initiate determination by PBGC regarding the coverage status of specific pension plans.</p> <p>a. Original copy.</p> <p>(1) Current accumulation which has been microfilmed.</p> <p style="padding-left: 40px;">Transfer to FRC immediately. Destroy 1 year from date of transfer.</p> <p>(2) All other working copies.</p> <p style="padding-left: 40px;">Destroy after microfilming of original copy.</p> <p>b. Microfilm copy.</p> <p>(1) Original.</p> <p style="padding-left: 40px;">Transfer to FRC when 1 year old. Destroy when 9 years old.</p> <p>(2) All other copies.</p> <p style="padding-left: 40px;">Destroy when superseded or obsolete.</p>	NC1-174-79-1 Item 2	

Request for Records Disposition Authority – Continuation

JOB NO.
NC1-465-81-1

PAGE
23 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
111.	<p><u>Master Pension Plan Listings.</u> Microfilm listings of all pension plans on file with PBGC arranged alphabetically by plan sponsor name and by Employer Identification Number. Including, for each plan listed, data pertaining to the plan type, the plan year ending date, and the number of plan participants.</p> <p>Destroy when superseded or obsolete.</p>		
112.	<p><u>Premium Payment System.</u> Machine-readable file beginning September 1974 that services a number of premium payment procedures such as billing and outline edits, and provides summary information for annual reports. Data includes name and address of plan sponsor and plan administrator, plan sponsor's identification number, plan type, employer's type of industry, number of participants, premium amounts, and dates and types of coverages.</p> <p>Disposition not authorized at this time. Data shall be accumulated and retained in master file pending review in 1985.</p>	<p><i>J.C. Crocker</i> 7-30-81 7/21/81</p>	
113.	<p><u>Case Processing System.</u> Machine-readable file used to track pension plans in the process of possible termination. It is used to provide case status and locational information; to provide a data base of plan characteristics; and to support workload projections and managerial decision-making regarding the terminated cases. Data includes basic information such as plan name and plan sponsor; tracking data related to case processing such as case number, date received, and date assigned; and names of case officers involved in the process. This system covers data since September 1974.</p> <p>Disposition not authorized at this time. Data shall be accumulated and retained in master file pending review in 1985.</p>		
114.	<p><u>Benefit Payment System.</u> Machine-readable file of the history of payments to participants of terminated plans. The file lists the participants of plans under the trusteeship of PBGC. Data includes names and addresses of participants and beneficiaries. This system covers data since September 1974.</p> <p>Disposition not authorized at this time. Data shall be accumulated and retained in master file pending review in 1985.</p>		
115.	<u>Reserved</u>		
119.			

Request for Records Disposition Authority – Continuation

JOB NO.
NC1-465-81-1

PAGE
24 of 24

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>OFFICE OF MANAGEMENT SERVICES</u>			
120.	<p><u>Organizational Records.</u> Official organization charts, narrative histories, and related records which document the organization and functions of the Corporation.</p> <p>a. Record copy.</p> <p><u>Permanent.</u> Offer to NARS in 5 year blocks when 20 years old.</p> <p><u>Estimated Current Volume:</u> 2 cu. ft. <u>Estimated Annual Accum:</u> 0.5 cu. ft. <u>Arrangement:</u> Chronological. <u>New Restrictions:</u> Not applicable.</p> <p>b. All other copies.</p> <p>Destroy when superseded or obsolete.</p>		
121.	<p><u>Security Policy Files.</u> Plans, reports, and correspondence reflecting policies and procedures developed in the administration and direction of routine security and protective service programs.</p> <p>Destroy when superseded or obsolete.</p>		
122.	<p><u>Off-the-Shelf Audiovisual Materials for Training.</u> Training materials obtained from commercial or other outside sources in the audiovisual medium, including motion pictures, still pictures, slides, video and audio tapes, and film strips.</p> <p>Follow General Records Schedule No. 1, Item 30.a(2).</p>		
123.	<p><u>Reserved.</u></p>		
-			
129.			