

Ret NCD 4 Dec 78 AM

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 Management Services

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Daniel Montinez

5. TEL. EXT.
254-4764

LEAVE BLANK

JOB NO
NC1 174 79 1

DATE RECEIVED
5 DEC 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

1-15-79 *James R. Chabot*
Date Archivist of the United States

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 two 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>11/22/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Elaine Edmond</i>	E. TITLE <i>Departmental Records Officer</i>
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ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>OFFICE OF PROGRAM OPERATIONS</u></p> <p><u>Reportable Event Cases Closed as Non-Trusteed Plans.</u> Pension plan premium payment history information, reportable event notice, financial statements, actuarial reports, assets and liabilities information, PBGC close out letters, participant data, plan documents and amendments, group annuity or insurance contracts, union and collective bargaining information, IRS determinations, trustee information, phone logs, indemnity agreements, bond security placed in escrow, correspondence, and Congressional inquiries and correspondence. Files contain both originals and copies of documents and working papers.</p> <p>Retain in PBGC for three months from closing date of case. Transfer to FRC quarterly. Destroy when 40 years old.</p>		

6 items

sent to new Agency, NMF

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF 2

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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
2.	<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. The following disposition instructions do <u>not</u> pertain to those annual premium filing forms maintained in the Office of Program Operations which are submitted either to indicate non-coverage or to initiate a determination by PBGC regarding the coverage status of specific pension plans.</p> <p>a. Paper copy.</p> <p>(1) Current accumulation which has been microfilmed.</p> <p style="padding-left: 40px;">Transfer to FRC immediately. Destroy one year from date of transfer.</p> <p>(2) Copies to be microfilmed by 12/31/78.</p> <p style="padding-left: 40px;">Transfer to FRC after microfilming. Destroy one year from date of transfer.</p> <p>(3) All other copies.</p> <p style="padding-left: 40px;">Destroy after microfilming.</p> <p style="padding-left: 40px;">No paper copies will be destroyed until it has been determined that the microfilm is an adequate substitute.</p> <p>b. Microfilm copy.</p> <p>(1) Original.</p> <p style="padding-left: 40px;">Transfer to FRC when one year old. Destroy when nine years old.</p> <p>(2) All other copies.</p> <p style="padding-left: 40px;">Destroy when superseded or obsolete.</p>	X	