OFFICE OF PROGRAM OPERATIONS

1. Reportable Event Cases Closed as Non-Trusteed Plans.
   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.

   Retain in PBGC for three months from closing date of case. Transfer to FRC quarterly. Destroy when 40 years old.
OFFICE OF INFORMATION MANAGEMENT

2. Annual Premium Filing Form. Submitted with the annual pension insurance premium payment for each pension plan. Includes identifying data on the plan and serves as an ongoing record of the plan's premium payment history. The following disposition instructions do not 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.

   a. Paper copy.

      (1) Current accumulation which has been microfilmed.

          Transfer to FRC immediately. Destroy one year from date of transfer.

      (2) Copies to be microfilmed by 12/31/78.

          Transfer to FRC after microfilming. Destroy one year from date of transfer.

      (3) All other copies.

          Destroy after microfilming.

          No paper copies will be destroyed until it has been determined that the microfilm is an adequate substitute.

   b. Microfilm copy.

      (1) Original.

          Transfer to FRC when one year old. Destroy when nine years old.

      (2) All other copies.

          Destroy when superseded or obsolete.