**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

* (See Instructions on reverse)

**TO** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

**FROM** (Agency or establishment)  
U.S. Department of Labor

**MAJOR SUBDIVISION**  
Pension & Welfare Benefits Administration

**MINOR SUBDIVISION**  
Office of Enforcement

**NAME OF PERSON WITH WHOM TO CONFER**  
Pamela Rhodes

**TELEPHONE**  
202/219-6471

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Please see the attached.
(NC1-317-85-2)
OPWBP Records Schedule No. 1

The Office of Pension and Welfare Benefit Programs (OPWBP) provides for the administration and enforcement of the Employee Retirement Income Security Act of 1974 (ERISA), approved September 2, 1974 (88 Stat 829, 29 U S C 1001 note) The Act is administered by the Department of Labor and Treasury, and the Pension Benefit Guaranty Corporation and protects the financial interest of 4.5 million welfare and pension plans with 200 million participants and assets of $920 billion The Welfare and Pension Plans Disclosure Act (WPPDA) and its reporting provisions, were repealed by the ERISA on January 1, 1975

1 Investigative Case Files
Correspondence and complaints, investigative reports, and exhibits relating to ERISA investigations Arranged numerically by case number NN166-161 and NC1-317-85-1

a Primary Case Files Accumulated by office assigned primary investigative responsibility

Disposition
(1) Cases referred for legal action
   a Recordkeeping copy(paper): Cut off and remove from active files when litigation is completed Transfer to Federal Records Center when six (6) months old Destroy when seven (7) years old
   b Electronic version of records Created by wordprocessing applications Delete after recordkeeping copy has been produced

2 All other records
   a Recordkeeping copy(paper) Cut off and remove from active files when case is closed Transfer to Federal Records Center when six (6) months old Destroy when seven (7) years old
   b Electronic version of records: Created by wordprocessing applications Delete after recordkeeping copy has been produced

b Auxiliary Case Files Accumulated by office assigned auxiliary investigative responsibility

Disposition
(1) Original exhibits and other records necessary to document the investigation Remove from active files when case is closed Forward to office having primary investigative responsibility, which will incorporate these records into primary case files (items 1a(1) and 1a(2) above)

Electronic version of records None
(2) All other records Remove from active files when case is closed Destroy when (1) year old
Electronic version of records: None

2. Intelligence (Zero) Files
Correspondence, newspaper clippings, and other records that document general intelligence information concerning individuals and organizations either subject to provisions of ERISA or parties relevantly associated with the Act
Superseded NN166-161

Dispositions

(1) Documents forming a basis for investigative actions
Transfer to the appropriate investigative case files (items 1a and 1b above)
Electronic version of records: None
(2) All other records
Cut off annually Destroy when three (3) years old Do not retire to the Federal Records Center
Electronic version of records: None