

**REQUEST FOR RECORDS DEPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB #

NCL-317-85-3

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

DATE RECEIVED  
**9-12-85**

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION  
**Office of Pension and Welfare Benefit Programs**

3. MINOR SUBDIVISION  
**Office of Program Services**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Ursaline C. Sutson**

5. TELEPHONE EXT.  
**523-6471**

DATE  
**4-28-87**

ARCHIVIST OF THE UNITED STATES  
*James J. Burke*

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <b>6/27/85</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ursaline C. Sutson</i>	D. TITLE <b>Departmental Records Officer</b>
---------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p align="center"><u>OPWBP Records Schedule No. 2</u></p> <p>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 (DOL), the Department of Treasury Internal Revenue Service (IRS), and the Pension Benefit Guaranty Corporation (PBGC). ERISA requires administrators or sponsors of private pension and welfare plans to file descriptions of those plans with DOL/OPWBP; to provide plan participants with easily understandable summaries of plans; and to report annually on the financial operations of the plans and the person(s) responsible for the handling of plan funds and assets.</p>		<p align="right">15 items</p>

115-108 **4-28-87**  
**Agency, NNE**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>Annual Reports. Form 5500, 5500-C, 5500-K and Schedules A and B (Form 5500), and supporting documents including accountants' reports and actuaries' reports. These reports are filed with IRS annually by any administrator or sponsor of an employee pension benefit plan in conformance with applicable reporting and disclosure requirements of the Employee Retirement Income Security Act (ERISA).</p> <p><u>Dispositions</u></p> <p>a. <u>Originals (paper copy)</u>. IRS receives and maintains originals of these annual reports (Form 5500 series). See IRS Records Control Schedule No. 206, Item 122.</p> <p>b. <u>Working copy microfiche (one diazo copy)</u>.</p> <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 termination 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 microfilm (silver master)</u>. Maintain the master copy of all annual reports (5500 series) at the contractor's facility for 10 years, then destroy.</p>		
2.	<p><u>Summary Plan Descriptions (SPD)</u>. Pamphlets describing the terms and benefits of pension and/or welfare plans.</p> <p><u>Dispositions</u></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, then destroy.</p> <p>b. <u>Working copy microfiche (one diazo copy)</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 termination report, then destroy.</p> <p>(3) <u>Merged Plans</u>. Remove from file three years after receipt of merged report, then destroy.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>c. <u>Master copy microfilm (silver master)</u>. Maintain the master copy of all summary plan descriptions, EBS-1 and FY 74 short form EBS-1 at contractor's facility for 10 years, then destroy.</p> <p>3. <del>Indexes.</del> Identification data for annual reports, SPD's and EBS-1's extracted from magnetic tape and stored in computer file.</p> <p><u>Disposition</u></p> <p>Maintain at contractor's facility for 10 years, then destroy.</p> <p>4. <u>ERISA Plans/Reports</u>. Reports and documents that administrators or sponsors of private pension and welfare plans are required to file with the Department of Labor, Office of Pension and Welfare Benefit Programs. Plans/reports include deferred compensation plans, master trust filings (annual financial reports), apprenticeship plans and common collective trust and pooled separate account filings (annual financial reports of banks and insurance companies).</p> <p><u>Dispositions</u></p> <p>a. <u>Originals (paper copy)</u>. Retain originals until microfiched and quality control test of the microfiche is completed, then destroy.</p> <p>b. <u>Working Copy Microfiche</u>. Maintain in file for six years, then destroy.</p> <p>c. <u>Master copy microfilm (silver master)</u>. Maintain the master copy of all plans/reports listed in item no. 4 above at contractor's facility for 10 years, then destroy.</p> <p>5. <u>Common Collective Trust (CCT) and Pooled Separate Account (PSA) Files</u>.</p> <p>Originals (paper copy) of annual financial reports for 1975, 1976, and 1977 filed by banks and insurance companies. These records are stored in DOL space located at 200 Constitution Avenue, N.W.</p> <p><u>Disposition</u></p> <p>These files may be destroyed immediately.</p>	GRS 20, item 21	