

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-465-01-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/18/00</i>	
1. FROM (Agency or establishment) Pension Benefit Guaranty Corporation		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Deputy Executive Director and Chief Operating Officer			
3. MINOR SUBDIVISION Insurance Operations Department			
4. NAME OF PERSON WITH WHOM TO CONFER  Bruce I. Campbell	5. TELEPHONE NUMBER  202-326-4150x3261	DATE  <i>2-9-01</i>	ARCHIVIST OF THE UNITED STATES  <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>  3  </u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE  <i>10-17-00</i>	SIGNATURE OF AGENCY REPRESENTATIVE  <i>Janet A. Smith</i> Janet Smith		TITLE    Director, Facilities and Services Department – Agency Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages.		

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115-109      PREVIOUS EDITION NOT USABLE  
*copy sent to Agency, NR, NAWM*

**INSURANCE OPERATIONS DEPARTMENT**

**1. Participant Files**

Correspondence, records of phone conversations, copies of personal documents, benefit calculation sheets showing benefit entitlement, employment information, qualified domestic relations order, copies of faxes, copies of electronic mail, and notes pertinent to each person, including "wood-workers," covered by a pension plan. A "woodworker" is defined as a person who claims possible entitlement to a benefit from a particular plan who has not been included in the final valuation. The Privacy Act System Notice *PBGC-6, Plan Participant and Beneficiary Data – PBGC* governs access to these records. (Revision to N1-465-87-1, item #66)

**a. Imaged Participant File**

The earliest document imaged dates from about December 16, 1993, with the Image Processing System (IPS) initially implemented in September 1994. From December 1993 through the end of December 1994 approximately 10,300 documents were imaged. IPS's full implementation, including the document committal process, occurred in January 1995 and continues in the normal course of business.

- 1) Participants' files where the participant or beneficiary has been fully paid.

**TEMPORARY.** Semi-annually develop list from Participant Record Information System Management (PRISM) of participants meeting the criteria of having received a final lump sum or annuity payment. Mark index in Image Processing System (IPS) for each participant. Transfer marked files off line 6 months after marking. Destroy or do not migrate, whichever comes first, 7 years after marking.

- 2) Participants' files where an initial determination letter has not been issued to a participant or beneficiary 7 years after PBGC pays the final benefit.

**TEMPORARY.** Segregate the file prior to plan closing and maintain online for 2 years in order to

clarify participant's or participant's estate status. Transfer segregated files off line 6 months thereafter. Destroy or do not migrate, whichever comes first, 7 years after transfer off line.

~~b. Non-imaged files (paper)~~

- 1) Vested participants' files where participant or beneficiary has been fully paid. These records have not been/are not converted to the IPS because management has decided based on cost and other circumstances not to image.

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**TEMPORARY.** Close file after lump sum or final payment has been made. Transfer to the Federal Records Center (FRC) 6 months after closure. Destroy 7 years after closure.

- 2) Non vested participants or beneficiaries who have been advised, or unsuccessfully sought reconsideration of, or unsuccessfully appealed the PBGC's initial benefit determination of benefit entitlement or non-vested status.

**TEMPORARY.** Place in closed file after PBGC's final determination. Transfer to FRC when 6 months old. ~~Destroy when 7 years old.~~

**c. Image system source records (a.k.a. Chronological Files)**

Includes all materials that have been received from a participant or created at the behest of PBGC. Maintained by date of imaging or by participant name.

**TEMPORARY.** Destroy after verification of data on IPS or 3 months after verification.

**d. Image Processing System (IPS) Documentation**

Includes the Image Processing System Description, user instructions provided in the Insurance Operations Department (IOD) Manual, and related documentation.

**TEMPORARY.** Destroy when superseded, obsolete, or 1 year after the discontinuance of the system.

## **2. Electronic Mail, Spreadsheet, and Word Processing System Copies.**

Electronic copies of records that are created on electronic mail, spreadsheet, and word processing systems and used solely to generate a recordkeeping copy of the records covered by items 1.b.1), 1.b.2), 1.c., and 1.d. in this schedule. Also includes electronic copies of records created on electronic mail, spreadsheet, and word processing systems that are maintained for updating, revision, or dissemination.

**a.** Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

**TEMPORARY.** Destroy/delete within 180 days after the recordkeeping copy has been produced.

**b.** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**TEMPORARY.** Destroy/delete when dissemination, revision, or updating is completed.