

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-465-02-01</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-3-2001</i>	
1. FROM (Agency or establishment) Pension Benefit Guaranty Corporation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Corporate Policy and Research Department		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Bruce I. Campbell	5. TELEPHONE NUMBER (202) 326-4150 (x3261)	DATE <i>8-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
1. 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 _____ 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>11/24/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janet A. Smith</i> Janet Smith		TITLE Director, Facilities and Services Division and 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<u>CORPORATE POLICY AND RESEARCH DEPARTMENT</u> <u>Legislative Development Files</u> Policy and research materials developed by Corporate Policy and Research Department relating to legislative proposals of concern to the Corporation, e.g., draft bills, explanatory statements and descriptions, correspondence, committee reports and hearing transcripts, analysis of impact of legislation on the public, the Corporation, or pension system generally, reports to Congress and other documents relating to the development and/ or review of proposed legislation. a. Selected files and related records containing precedential or landmark material on legislation relating to Title IV of ERISA. Materials to be retained will be selected by Department Director	<u>New item</u>	

or other staff with legislative expertise. Criteria for retention include pertinence to final proposals, and for drafts or internal discussion papers, the degree of redundancy.

Permanent. Cutoff files at end of fiscal year in which enactment or rejection review occurs. Transfer appropriate selected materials to Federal Records Center after 5 years. Transfer to NARA when 10 years old.

- b. Files and related records on legislation not related to Title IV of ERISA.

Temporary. Cutoff at end of fiscal year in which enactment or rejection occurs. Destroy after 3 years.

2.

Regulations Development Files.

New Item

Policy and research materials developed by Corporate Policy and Research Department relating to regulations promulgated or considered by the Corporation, e.g., draft specifications, explanatory statements and descriptions, correspondence, internal discussion papers, analysis of impact of regulations on the public and the Corporation, and other documents related to the development, clearance and publication of regulations.

- a. Selected files and related records containing precedential or landmark material on regulations adopted by the corporation. Materials to be retained will be selected by Department Director or other staff with regulation expertise. Criteria for retention include pertinence to final proposals, and for drafts or internal discussion papers, the degree of redundancy.

Permanent. Cutoff files at end of fiscal year in which enactment or rejection review occurs. Transfer appropriate selected materials to Federal Records Center after 5 years. Transfer to NARA when 10 years old.

- b. Working papers, drafts, comments of other agencies, copies of published regulations, and analysis of regulations not adopted.

Temporary. Cutoff at end of fiscal year in which

enactment or rejection occurs. Destroy after 3 years.

3.

Paperwork Burden Files

New item

Workpapers developed by Corporate and Policy Research Department to support submissions to the Office of Management and the Budget (OMB) requesting approval of collections of information from the public ("Paperwork Burden Package"). Examples of these workpapers include estimates of burden for forms and instructions for payment of PBGC premiums, forms and instructions for standard and distress terminations of PBGC-covered pension plans, notification to participants of plan underfunding, and notice to PBGC of reportable events.

Temporary. Cutoff files at end of calendar year during which of Paperwork Burden Package is submitted to OMB. Destroy after 6 years.

4.

Corporate Policy Development Files.

New item

Policy and research materials developed by Corporate Policy and Research Department relating to the Corporation's operating policies, e.g., draft specifications, explanatory statements and descriptions, correspondence, internal discussion papers, analysis of impact of policy on the public and the Corporation, and other documents related to the development, clearance and approval of operating policies.

- a. Selected files and related records containing precedential or landmark material on policies adopted by the Corporation. Materials to be retained will be selected by Department Director or other staff with policy expertise. Criteria for retention include pertinence to final proposals, and for drafts or internal discussion papers, the degree of redundancy.

Permanent. Cutoff files at end of fiscal year in which enactment occurs. Transfer appropriate selected materials to Federal Records Center after 5 years. Transfer to NARA when 10 years old.

- b. Working papers, drafts, comments of other agencies, analysis of regulations not adopted.

Temporary. Cutoff at end of fiscal year in which

enactment or rejection occurs. Destroy after 3 years.

5.

Forecasting and Research Files

New item

Reports evaluating the impact of economic conditions and proposed policies and legislation on plan sponsors, participants, and the Corporation's pension plan insurance system; milestone papers on developing the methodologies used in such forecasting; published and unpublished research on the characteristics and funding of pension plans covered by Title IV of ERISA, and their participants and sponsors; reports classifying plan sponsors by degree of risk to the single-employer plan system; studies on the business, economic, and other reasons on the formation, operation, and termination of covered plans; studies on PBGC experience in administering the insurance system and fostering the growth and preservation of insured plans.

a. Published and unpublished reports and studies.

Permanent. Cutoff files at end of calendar year in which reports are published/completed. Transfer to Federal Records Center after 5 years. Transfer to NARA when 10 years old.

b. Working papers supporting published and unpublished reports and studies, and program and project management reports and administrative control documents.

Temporary. Cutoff files at end of calendar year in which reports are published/completed. Transfer to the Federal Records Center after 5 years. Destroy when 10 years old.

~~6. **Forecasting and Research Data Bases** **New item**~~

~~Files extracted and edited from one or more PBGC operational systems or external sources of data, used in the Pension Insurance Modeling System (PIMS) and in research projects either on an ad hoc or longitudinal basis. Other examples of uses include the production of the annual Pension Insurance Data Book and developing estimates of the economic and paperwork impact of legislative or policy initiatives. Edited databases are largely in SAS format. Underlying raw data is extracted from operational system or~~

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largely unedited external sources such as Form 5500 data received from the Internal Revenue Service or the Department Of Labor.

a. Inputs. Hard copy source records.

Temporary. Cutoff at end of calendar year. Destroy/shred 5 years after research database is final.

b. Databases on electronic media.

1. Non-longitudinal data related to complete research project results.

Temporary. Retain in compressed / archival Format for 10 years following published report or enactment/rejection of legislation.

2. Longitudinal data related to PIMS, Data Book, or other research projects.

Permanent. Retain in compressed / archival format for 50 years. Update every 3-plan year. Transfer to the National Archives after 15 years in a Format in accordance with 36 CFR 1228.270.

3. All other interim and developmental databases not used in final products.

Temporary. Compress and cut off at end of calendar year. Destroy after one year.

c. Raw data files.

1. Used to create interim research databases from PBGC operational systems.

Temporary. Destroy/delete when superceded.

2. Used to create final research databases from PBGC operational systems for calendar, plan, or fiscal year.

Temporary. Retain in compressed /archival format and save for 10 years.

3. Form 5500 transaction data from

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Internal Revenue Service or
Department of Labor.

Permanent. Cut off source media
(cartridges, etc.) at end of one-year
processing cycle and archive after 5
years. Retain files in compressed
/archival format for 25 years, then
transfer to NARA.

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d. System documentation comprised of record
layouts, user notes, copies of forms and
instructions, data element descriptions, and
other material relating to how data was used and
interpreted.

1. Documentation related to records in items b2
and c3 above.

Permanent. Transfer to the
National Archives with the records to which
they relate.

2. All other documentation.

Temporary. Destroy/delete when superseded,
obsolete, or upon discontinuance of the
system.

Changes approved by Bruce Campbell, PBGC on
6/13/2002.

See next page.

6. Electronic mail and word processing records

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel 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 copies.

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

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.