

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-465-02-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12/17/2001</i>	
FROM (Agency or establishment) Pension Benefit Guaranty Corporation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Deputy Executive Director and Chief Operating Officer		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Insurance Operations Department			
4. NAME OF PERSON WITH WHOM TO CONFER Bruce I. Campbell	5. TELEPHONE NUMBER 202-326-4150x3261	DATE <i>6-25-02</i>	ARCHIVIST OF THE UNITED STATES <i>J. W. Cal</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>12/13/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janet Smith</i> Acting 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 GRS OR SUPERSEDED JOB CITATION	10.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.		
<i>cc: Agency, DWRMD, DWRME, DWRMW, DWRCT</i>			

Insurance Operations Department (IOD)

A. Program Records

1. Pension Plan Company Files

Information from a plan sponsor or administrator that is not necessary for case processing but cannot be returned because the plan sponsor no longer exists or the plan administrator has no need for the information. This surplus information does not fit into other case file categories and includes the following company and employee information: employee and company correspondence, printouts, individual medical, personnel and payroll records, and other related benefit payment materials. Some electronic information (computer tapes and other electronic media transmitted from a bank or insurance carrier) is used to input pay and participant information into insurance operations systems. Maintained by pension plan name and number.

a. Recordkeeping copy (Paper)

TEMPORARY. Cut off file after the participant data audit is completed or 1-year after plan is trustee'd, whichever comes later. Destroy 1-year after file cut off.

b. Electronic Records

Consists of disks, computer tapes, CD-ROM's and any other electronic media obtained from a company.

TEMPORARY. Cut off file after the participant data audit is completed or 1-year after plan is trustee'd, whichever comes later. Erase or destroy 1-year after file cut off.

2. Pension Processing Working Files

Working files maintained for the convenience of the user including copies of plan documents or summaries, worksheets, audit reports, actuarial data, participant lists, forms of benefit, participant data, estimated earnings, correspondence, and other documents used during the processing of terminated plans. Pension working files are maintained by plan name and number.

Recordkeeping copy (Paper)

TEMPORARY. Cut off when plan is closed. Destroy 1 year after cut off.

3. Plan Termination Case Files

Plan files relating to insufficient pension plans, reportable events, standard terminations, trusteeship and non-trusteeship that include documents relating to: (1) copies of company records, insurance documents, participant data; (2) "woodworker" data; (3) missing participant program data; and (4) IDLs for non-vested participants who have been declared ineligible to receive a pension. Additionally it includes: correspondence, electronic mail, valuation data (such as the Actuarial/Valuation Case Report), collective bargaining agreements, plan asset audit recommendations, and any other supporting documentation that relates to lump sum distributions by the former plan administrator and recovery data. A "woodworker" is defined as a person who claims entitlement to a benefit from a particular plan but not been included

in the final valuation. (Plan file document imaging began in 1997.) N1-465-81-1, item 68a and N1-465-95-3, item 6.

- a. Source records (Plan Termination Case File – paper copy maintained in box folder).**
Corresponding paper records that have been imaged and are maintained by plan number.

TEMPORARY. Cut off at the end of the fiscal year in which the plan records are imaged and verified for accuracy. Transfer the plan records to the FRC 1-year after cutoff. Destroy 10-years after cutoff.

- b. "Add-scans" source records (Paper)**

Documents that have been received from plan administrators or created at the behest of PBGC for incorporation into the plan file after initial imaging. Maintained by date of imaging, trusteeship processing division and plan number.

TEMPORARY. Destroy after verification of data on the Image Processing System (IPS) or 3-months after verification for accuracy.

- c. "Toss" records (Paper)**

Documents collected from a company and/or plan administrator during initial plan termination review. Documents are considered superfluous or duplicated and are not needed for processing. Maintained with the source records case file by plan number.

TEMPORARY. Destroy after verification that documents are no longer needed for processing.

- d. Litigation and Administrative Source records (Paper)**

Plan files that include documents collected for litigation or administrative decisions relating to insufficient pension plan terminations, standard terminations, reportable events, trusteeships and non-trusteeship pension plans. Documents are duplicated and are not needed for benefits administration and are therefore not imaged. These records are maintained by plan number.

TEMPORARY. Cut off at the end of the fiscal year in which litigation is completed or administrative decision made concerning a specific plan. Transfer to FRC 1-year after cutoff. Destroy 5-years after cutoff.

- e. Imaged Plan Termination Case Files (Recordkeeping copy – IPS File)**

Plan files relating to pension plan termination stored on the Information Processing System (IPS). Imaged records are indexed and retrieved by plan number.

TEMPORARY. After case is closed (95% of the benefit determinations have been issued and appeals closed), review annually to determine whether all participants have been fully paid. Dispose as follows:

- 1) Retain on-line for 40-years. If all participants are fully paid, six months after this determination is made, mark all images relating to the plan, move off-line after marking or do not migrate, whichever comes first. If not fully paid, see (2) below; and if upon annual review, all participants are fully paid prior to 40-years, mark all images relating

to the plan, move off-line after marking or do not migrate, whichever comes first.

- 2) If after 40-years of ongoing administration and online storage, not all participants can be identified and paid, make determination of the feasibility of finding participants. Mark all images relating to the plan. Move off-line and hold until participants can be found.

NOTE: PBGC agrees to maintain these electronic records in accordance with 36 CFR 1234, Sections 30-32 for their entire 40 year retention period.

B. Administrative Closure Files (Revise NI-465- 81-3, PBGC #63)

4. Standard Termination Files (Non Trusteed).

Case files consisting of correspondence and other company and employee file information, which due to incomplete or deficient documentation or other reasons, does not become an active case. Includes correspondence from plans sponsors which cannot be placed in other case file categories. Files are maintained by plan number.

Recordkeeping copy (Paper)

TEMPORARY. Break file at the end of the fiscal year case was established. Destroy 1 year after case file cut off.

5. Non Standard Termination (Trusteed).

Case file information which is surplus to case processing but cannot be returned to the original plan administrator because company no longer exists. This information cannot be placed into case file categories. These records are maintained by plan number.

Recordkeeping copy (paper)

TEMPORARY. Break file after plan audit prior to case closure. Destroy 1 year case file cut off.

6. Electronic mail, word processing system and spreadsheets copies

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

- a. Electronic copies of records covered by this schedule 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 disks 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.

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- b. Electronic 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 complete or when no longer needed.