

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-465-87-01	DATE RECEIVED 11-10-86
1. FROM (Agency or establishment) Pension Benefit Guaranty Corporation		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION		DATE 11-13-86	ARCHIVIST OF THE UNITED STATES <i>Stanley R. Burns</i>
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	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 _____ 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 11/7/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Raymond J. Smith</i>	D. TITLE <i>Records Management Officer</i>
---------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Revision of participant files schedule to effect PBCG Legal Department determination that files in a. should be retained for 7 rather than 4 years.</p> <p><u>Participant Files</u></p> <p>Case files containing correspondence, benefit entitlement calculation sheets, employment information, benefit applications, evidence of age, marriage, and other pertinent documents for individual participants in covered pension plans.</p> <p>a. Vested participants files where total present value of benefits due has been paid in a lump sum, or a final monthly payment to a participant or surviving beneficiary has been made and there are no further benefit payments due.</p> <ol style="list-style-type: none"> 1) Records dating 1974-1984 Transfer to Federal Records Center immediately. Destroy in 1991. 2) Records dating 1985- Place in closed file after lump sum or final monthly payment made. Transfer to Federal Records Center when 6 months old. Destroy when 7 years old. 		

~~b. Non-vested participant files.~~

NC 1-465-85-1

~~Place in closed file after issuance of written notification to participant of non-vested status and lapse of 45 day appeal period.~~

~~Destroy when 7 years old.~~

c. Vested or non-vested participant files (a. and b. above) where a participant or beneficiary has unsuccessfully sought reconsideration of or unsuccessfully appealed the PBGC's initial determination of benefit entitlement or non-vested status.

1) Records dating 1974-1984
Transfer to Federal Records Center immediately. Destroy in 1991.

2) Records dating 1985-
Place in closed file after the PBGC's final determination. Transfer to Federal Records Center when 6 months old. Destroy when 7 years old.