

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-465-93-1	DATE RECEIVED 12/1/92
1. FROM (Agency or establishment) Pension Benefit Guaranty Corporation (PBGC)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Participant and Employer Appeals 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Karen McMann	5. TELEPHONE (202) 778-8818	DATE 3/19/13	ARCHIVIST OF THE UNITED STATES <i>J. Amodeo</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 _____ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 11/13/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shirline Brickus</i> Shirline Brickus	TITLE Director, Organization Review and Analysis Dept. - Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
29.	<p><u>PARTICIPANT AND EMPLOYER APPEALS DEPARTMENT</u></p> <p><u>Appeal Files.</u> Records of the Appeals Board and staff established effective August 20, 1979 to process appeals of PBGC initial determinations filed under 29 CFR Part 2606.</p> <p>a. <u>Appeals Board Decisions.</u> Records of appeals of PBGC initial determinations reviewed by the Board consisting of the initial determination letter, appeal, appeal development, documentation of the Board's actions, and decision letter.</p> <p>Place in closed case file after decision is issued. Break closed case file at end of fiscal year. Index all decisions; identify precedent decisions and litigation cases and segregate them from other cases.</p> <p>not transferred to records center (1) Precedent decisions and litigation cases. Destroy when superseded or litigation resolved or when seven years old, whichever is later.</p> <p>after closing <i>J.R.D. 3/11/93</i></p>	<p>NCI-465-84-1</p> <p>29a</p>	

Karen McMann agreed to changes in phone conversation 3/11/93

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	<p><u>PARTICIPANT AND EMPLOYER APPEALS DEPARTMENT</u></p> <p>(2) Non-precedent decisions and non-litigation cases. Transfer to FRC when one year old. Destroy when seven years old. after closing <i>J.P.D. 3/1/93</i></p> <p>b. <u>Agendas</u>. Agendas and background materials for Appeals Board consideration of appealed determinations.</p> <p>Place in agenda books after conclusion of Appeals Board meeting. Break agenda books at end of fiscal year. Index all agenda items by appeal number and book volume number. Transfer to FRC as specified below depending on fiscal year:</p> <p>(1) Agendas for fiscal years 1979 through 1989 transferred together to FRC in fiscal year 1993. Destroy at end of fiscal year 2000.</p> <p>(2) Agendas for fiscal years 1990 and thereafter transferred to FRC when three years old. Destroy when seven years old.</p> <p>c. <u>Appeal Decisions Not Reviewed By The Appeals Board</u>. Records of appeals of PBGC initial determinations dismissed on procedural grounds by the Clerk of the Appeals Board consisting of the initial determination letter, appeal, appeal development, documentation of the Clerk's actions, and decision letter.</p> <p>Place in closed case file after decision is issued. Break closed case file at end of fiscal year. Transfer to FRC when one year old. Destroy when seven years old.</p> <p>d. <u>Administrative Closings</u>. Records of appeals of PBGC initial determinations where the Clerk of the Appeals Board closes the request administratively.</p>	<p>NCI-465-84-1</p> <p>29d</p> <p>new item</p> <p>29b.</p>	

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	<p><u>PARTICIPANT AND EMPLOYER APPEALS DEPARTMENT</u></p> <p>Place in closed case file after decision is issued. Break closed case file at end of fiscal year. Transfer to FRC when one year old. Destroy when seven years old. after closing J.P.D 3/11/93</p> <p>e. <u>Extension Requests.</u> Requests for an extension of time in which to file an appeal that are denied, or granted and abandoned, with potential appellant taking no further action to file an appeal.</p> <p>Place in closed file after time for filing request to appeal has elapsed. Break closed case file at end of fiscal year. Transfer to FRC as specified below depending on fiscal year:</p> <p>(1) Extension requests for fiscal years 1986 through 1990 transferred together to FRC in fiscal year 1993. Destroy at end of fiscal year 2000.</p> <p>(2) Extension requests for fiscal years 1991 and thereafter transferred to FRC when one year old. Destroy when seven years old. after closing J.P.D 3/11/93</p> <p>f. <u>Minutes.</u> Minutes of Appeals Board decisions or other actions on appeals, and Board administrative matters.</p> <p>Place in minutes notebook after finalized minutes are executed by Appeals Board Chairman or his/her representative. Break minutes notebook at end of fiscal year 1985, 1990, 1995 and each fifth fiscal year thereafter. Destroy minutes notebook when ten years old.</p>	<p>NCI-465-84-1</p> <p>29c</p> <p>29e</p>	