

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
 NI-465-94-1

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Cutoff records when no longer needed for administrative purposes and place in inactive file. Retire to WNRC 5 years after cutoff. Destroy 10 years after cutoff.</p> <p>2. <u>Corporate Management Planning and Reporting Files.</u> Subject files of organization elements formally designated to formulate, implement, monitor/track, measure and document the results of the Corporation's mission-oriented planning activities. Include statements of Corporate goals and objectives, Corporate long-range and short-range strategic plans, financial system plans, information resource strategic plans, departmental management plans and interim reports, and evaluations of operational programs.</p> <p>a. Record copies of documents that describe planning systems and explain how they are to be implemented.</p> <p>Cutoff files when substantially revised system is adopted. Retire to WNRC 7 years after cutoff. Destroy 10 years after cutoff.</p> <p>b. Record copies of Corporate goals and objectives, financial system plans, information resource strategic plans, long and short-range Corporate strategic management plans, performance measures, departmental management plans and periodic reports, and evaluations of operational programs.</p> <p>Cutoff files at end of fiscal year. Retire to WNRC 5 years after cutoff. Destroy 7 years after cutoff.</p> <p>c. Other materials relating to Corporate goals and objectives including notes, drafts, charts, interim reports, performance measures, analyses, etc.</p> <p>Cutoff file at the end of fiscal year. Destroy 5 years after cutoff.</p>	<p>NC1-465-85-2 PBGC #8 Revise</p> <p>ITEM #2.b WITHDRAWN</p>	

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3.	<p><u>Special Project or Task Force Case Files.</u></p> <p>Materials documenting special projects, studies, analyses, evaluations, and reviews that impact or will potentially impact the Corporation in specific program or operational areas, e.g., insurance operations, legal issues, financial operations, or information management. The file may include basic documentation, copies of contracts or agreements for services, final reports and other substantive materials on proposed (rejected or approved) projects.</p> <p>a. Case Record Files and related correspondence on approved special projects or task forces.</p> <p>(1) Precedent (corporate-wide policy)</p> <p><u>PERMANENT.</u> Cutoff files upon completion of approved project. Retire to WNRC 6 years after cutoff. Transfer to NARA when 20 years old. <i>after cutoff.</i></p> <p>(2) Non-precedent (department operations)</p> <p>Cutoff files upon completion of approved project. Retire to WNRC 6 years after cutoff. Destroy when 20 years old. <i>after cutoff.</i></p> <p>b. Case Working Papers including proposals, analyses, notes, response comments, and drafts of approved and rejected project or study submissions.</p> <p>Cutoff files upon completion of approved project. Destroy 3 years after cutoff.</p>	new item	