

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-465-94-1	DATE RECEIVED 08/03/94
1. FROM (Agency or establishment) Pension Benefit Guaranty Corporation (PBGC)		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Organization Review and Analysis Dept.		DATE 1-26-96	
3. MINOR SUBDIVISION		ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>	
4. NAME OF PERSON WITH WHOM TO CONFER Bruce I. Campbell	5. TELEPHONE (202) 326-4150		

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 2 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 Jan. 19, 1996	SIGNATURE OF AGENCY REPRESENTATIVE Janet Smith <i>Janet A. Smith</i>	TITLE Director, Facilities and Services Department - 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><u>ORGANIZATION REVIEW AND ANALYSIS DEPARTMENT</u></p> <p><u>Directives, Procedural Issuances, and Operating Manuals and Handbook.</u> Issued within the Corporation by or for the Office of the Executive Director of PBGC or any department, office or division, to instruct, inform, and execute policies and/or procedures. Includes the PBGC directives system, administrative issuances, departmental operations manuals and handbooks, and clearance comments.</p> <p>a. Case Record Copies of directives, procedural issuances, operating manuals and handbooks related to agency functions.</p> <p><u>PERMANENT.</u> Cutoff records when abolished, superseded, or obsolete and place in inactive file. Retire inactive files to WNRC when 5 years old. Offer to NARA when 20 years old.</p> <p>b. Case Working Files and materials (background files and working papers) documenting important aspects of the development of program or administrative issuances (see a. above).</p>	<p>NC1-465-81-1 PBGC #10 Revise</p> <p>ITEM #1 WITHDRAWN</p>	/

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	<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><b>ITEM #2.b                  WITHDRAWN</b></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 <del>when</del> 20 years <del>old.</del>  <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 <del>when</del> 20 years <del>old.</del>  <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	