

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-465-95-2	DATE RECEIVED 1-30-95
1. FROM (Agency or establishment) Pension Benefit Guaranty Corporation (PBGC)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Financial Operations 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Bruce I. Campbell	5. TELEPHONE (202) 326-4150	DATE 2-1-96	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE Nov 14 1994	SIGNATURE OF AGENCY REPRESENTATIVE Janet Smith <i>John Succenti for Janet Smith</i>	TITLE Director, Facilities and Services Department - Records Management Officer	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>FINANCIAL OPERATIONS DEPARTMENT</u>		
1.	<u>Financial Statement Documentation</u> Journal Entries, Trial Balances, Consolidated Workpapers, Reconciliations, Account Analysis, and other supporting documentation kept for auditing purposes. Transfer to FRC when documentation is 2 years old. Destroy when 7 years old.	new item	WITHDRAWN
2.	<u>Revolving Fund Documentation</u> Daily cash investment records; Treasury letters, and all miscellaneous documentation related to the receipt and investment of Revolving Funds with the Treasury, and/or Fixed Income money managers. Break file at end of each fiscal year. Transfer to FRC when 3 years old. Destroy when 6 years old.	new item	

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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 GRS OR SUPERSEDED JOB CITATION	10.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)
3.	<p><u>Money Manager Contract and Associated Records</u></p> <p>Expired money management contracts; research and analytical reports submitted by money managers and all supporting manager documentation related to those expired contracts.</p> <p>Transfer to FRC 3 years after expiration of the contract. Destroy when 6 years old.</p>	new item	
4.	<p><u>Terminated Plan CASE files</u></p> <p>These Case Files consolidate pertinent plan documents and financial information in a single central repository. It contains the supporting documents associated with each terminated plan and serves as an audit trail for the Trust Fund activities and transactions maintained within FARS.</p> <p>These files will be accumulated and retained until the documents have no further use to PBGC or are copied onto optical disks. Once these documents are copied onto optical disks, a disposition schedule will be established.</p>	new item	
5.	<p><u>Annual Premium Filing Form and Premium Payment</u></p> <p>Premium filing forms and payments are submitted every year for each defined benefit pension plan. The filing form includes identifying data on the plan and serves as an on-going record of the plan's premium payment history.</p> <p>The filing form and check copy are currently imaged on to optical disks instead of microfilmed.</p> <p>Transfer imaged copy to FRC when sufficient data has accumulated. Destroy after 15 years.</p>	NC1-465-81-1 PBGC #110	

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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)
6.	<p><u>Premium Payment System</u></p> <p>Machine readable file beginning September, 1974 that services a number of premium payment related procedures such as the posting of financial transactions and providing summary information for annual reports. Data includes name and address of plan sponsor and plan administrator, plan sponsor's identification number, plan type, number of participants, premium amounts, filing dates, plan year commencement dates, etc.</p> <p>Disposition not authorized at this time. Data shall be accumulated and retained on optical disk pending review in 1995 of new premium redesign system.</p>	<p>NC1-465-81-1 PBGC #112</p>	
7.	<p><u>Master Pension Plan Listings</u></p> <p>Microfilming is no longer being performed.</p>	<p>NC1-465-81-1 PBGC #111 delete</p>	

INVESTMENT MANAGEMENT DIVISIONMission and FunctionsMission

To provide investment management services for those terminated plans for which the Pension Benefit Guaranty Corporation serves as trustee, and for corporate assets managed by the Corporation.

To advise and make recommendations to the Director, FOD and the Deputy Executive Director and Chief Financial Officer (DED, CFO) and the Executive Director on all matters which involve the valuation of private pension plans that have terminated, and have or are about to be trusted by the PBGC. Such valuations will be used in financial closings and for insurance contract liquidation decisions.

Functions

1. Manages the cash position of the Corporation and executes its related investment programs.
2. Regularly reviews plan assets managed by the Corporation for which it serves as trustee, including surplus cash receipts and assets acquired as a result of litigation and settlements.
3. Investigates alternative investment opportunities of acquired assets and implements investment actions consistent with delegated authority.
4. Participates in evaluation of the merits of holding or liquidating insurance contracts for decision by the Director, FOD and the DED, CFO, in coordination with established corporate policy, and negotiations leading to the liquidation of insurance contracts. Monitors the receipt of participation rights and other periodic payments due from insurance carriers, and maintains liaison with insurance carriers regarding these matters. Consults with insurance carriers and ASD for the purpose of obtaining information necessary to make these determinations.
5. Makes recommendations regarding the desirability of holding or liquidating real property acquired by the Corporation.
6. Maintains close liaison with private investment institutions.

7. Advises the Director, FOD, the DED, CFO and the Executive Director on PBGC's investment policy.
8. Recommends policy for control of all assets of terminated plans managed by the Corporation, or for which it serves as trustee.
9. Arranges for the liquidation and/or transfer of assets of trusteed plans to PBGC.
10. Participates in the development of recommendations for the basic PBGC investment objectives and strategy, and participates in the evaluation of the effectiveness of the program.
11. Monitors the investment performance of PBGC investment managers and reports significant events to PBGC top management. Recommends changes or additions in manager appointments, as warranted.
12. Supervises the investment management of the Corporation's government portfolio.
13. Serves as the principal management contact with the custodian bank, issuing instructions on liquidation and/or transfer of assets to the investment managers.
14. Conducts or contracts for studies to recommend suitable asset allocation and investment strategies.
15. Obtains the advice of outside experts in the handling and negotiating of problem cases with respect to PBGC assets.
16. Provides information and support to the Director, FOD and the DED, CFO, for use with the Advisory Committee and its Chairman regarding matters under its purview.