INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-465-95-003

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-465-09-001.

Date Reported: 08/27/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE
REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NAR)
   WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Pension Benefit Guaranty Corporation (PBGC)

2. MAJOR SUBDIVISION
   Case Operations and Compliance Department

3. MINOR SUBDIVISION

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 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
Above
TITLE Director, Facilities and Services Department – Records Management Officer

7. ITEM NO.
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

CASE OPERATIONS AND COMPLIANCE DEPARTMENT

Tax Return Disclosure Request Records. Records of requests made by, or of, PBGC for the disclosure of tax return information pursuant to the provisions of Internal Revenue Code, Section 6103(1)(2).

Access authorization (PBGC Form 262) are submitted to SPCD manager for access to safeguard materials annually and debriefing forms (PBGC Form 273) are completed and maintained in SPCD upon termination of employee or when access is no longer needed.

Destroy prior year Form 262s annually. Destroy Form 273s annually 7 years after employee terminates or no longer has access to safeguarded materials.

NC1-465-81-1
PBGC #62
Revise

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

JUL 25 1996
Copy to: Agency, NC=

115-109
NSN 7540-00-334-4064
PREVIOUS EDITION NOT USABLE
2. Controlled Correspondence (Non-Congressional) Files. Program inquiries controlled and assigned to Administrative Review and Technical Assistance Division for action. Receipt date, reply due date, name and address of inquirer, routing and disposition are entered into correspondence control manager software program which resides on the COCD LAN. Includes referrals to other PBGC organizational elements and to other agencies. Record copies of prepared replies are maintained in ARTAD.

Break files at the end of the fiscal year. Destroy 1 year later.

Reportable Events: 30-Day Reporting Requirement Waived. Notices, filed by pension plan administrators or their representatives, or reportable events for which the 30-day notice requirement has been waived and there is no existing case record for the plan. Receipt date, reply due date, name and address of inquirer, routing and disposition are entered into correspondence control manager software program which resides on the COCD LAN. Paper record of response to reportable event is maintained in case file, with a working copy maintained by responding pension law specialist.

Break files at the end of the fiscal year. Destroy 1 year later.

3. Multiemployer Plan Cases. Cases resulting from the Multiemployer Pension Plan Amendments Act of 1980 and involving employer withdrawals, mergers, or transfers of plan assets or liabilities, reorganizations, financial assistance, terminations, etc. Case file is opened electronically in COCD within CAS. Paper case file is forwarded to Office of the Executive Director/CN for processing and maintenance.

Transfer to FRC 6 years after case is closed. Destroy 20 years after case is closed.
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>9. GRS OR SUPERSEDED JOB CITATION</th>
<th>10. ACTION TAKEN (NARA USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td><strong>Congressional Correspondence Control Files.</strong> Correspondence managed by CPAD and forwarded to Administrative Review and Technical Assistance Division (ARTAD) for processing and reply to a variety of constituent inquiries. Receipt date, reply due date, constituent name, Congressional inquirer, routing and disposition of all Congressional correspondence are entered into correspondence control manager software program which resides on the COCD LAN. Working Copies. Working copies of prepared replies to Congressional correspondence are maintained by ARTAD. Break files at end of fiscal year. Destroy 1 year later.</td>
<td>NCI-465-81-1 PBGC: 65</td>
<td>Revise</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Plan Termination Case Files.</strong> Correspondence, case development, and other documents pertaining to the processing of cases involving terminations. PBGC Non-Trusteed, Standard Terminations. Transfer to FRC 30 days after the case is closed. Destroy 40 years after case is closed.</td>
<td>NCI-465-81-1 PBGC: 68</td>
<td>Revise</td>
</tr>
</tbody>
</table>