

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 N1-465-95-3	DATE RECEIVED 1-30-95
1. FROM (Agency or establishment) Pension Benefit Guaranty Corporation (PBGC)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Case Operations and Compliance 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 7-23-96	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> 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	

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 GRS OR SUPERSEDED JOB CITATION	10.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>CASE OPERATIONS AND COMPLIANCE DEPARTMENT</u></p> <p><u>Tax Return Disclosure Request Records.</u> 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).</p> <p>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.</p> <p>Destroy prior year Form 262s annually. Destroy Form 273s annually 7 years after employee terminates or no longer has access to safeguarded materials.</p>	<p>NC1-465-81-1 PBGC #62</p> <p>Revise</p>	

JUL 25 1996 *MHW* Copy to: Agency, NCF
NWT

REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NUMBER
N1-465-95-3

PAGE 3
2 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p><u>Controlled Correspondence (Non-Congressional) Files.</u> 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.</p> <p>Break files at the end of the fiscal year. Destroy 1 year later.</p>	<p>NC1-465-81-1 PBGC #74 Revise</p>	
3.	<p><u>Reportable Events: 30-Day Reporting Requirement Waived.</u> 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.</p> <p>Break files at the end of the fiscal year. Destroy 1 year later.</p>	<p>NC1-465-81-1 PBGC #75 Revise</p>	
4.	<p><u>Multiemployer Plan Cases.</u> 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.</p> <p>Transfer to FRC 6 years after case is closed. Destroy 20 years after case is closed.</p>	<p>NC1-465-81-1 PBGC #76 Revise</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER
N1-465-95-3

PAGE
3 OF 3

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5.	<p><u>Congressional Correspondence Control Files.</u> 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.</p> <p>Working Copies.</p> <p>Working copies of prepared replies to Congressional correspondence are maintained by ARTAD. Break files at end of fiscal year. Destroy 1 year later.</p>	<p>N1-465-81-1 PBGC #65</p> <p>Revise</p>	
6.	<p><u>Plan Termination Case Files.</u> Correspondence, case development, and other documents pertaining to the processing of cases involving terminations.</p> <p>PBGC Non-Trusteed, Standard Terminations.</p> <p>Transfer to FRC 30 days after the case is closed. Destroy 40 years after case is closed.</p>	<p>N1-465-81-1 PBGC #68</p> <p>Revise</p>	