

<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	N1-465-96-1
1. FROM (Agency or establishment) Pension Benefit Guaranty Corporation (PBGC)		DATE RECEIVED	1-19-96
2. MAJOR SUBDIVISION Financial Operations Department		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Bruce I. Campbell	5. TELEPHONE (202) 326-4150	DATE 1-8-96	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 3 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 GRS OR SUPERSEDED JOB CITATION	10.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>FINANCIAL OPERATIONS DEPARTMENT</u></p> <p><u>Financial Statement Documentation</u></p> <p>Journal Entries, Trial Balances, Consolidated Workpapers, Reconciliations, Account Analysis, and other supporting documentation kept for auditing purposes.</p> <p>Cut off annually. Transfer to FRC <sup>2</sup> year after cut off. Destroy when <del>8</del> <sup>7</sup> years old.</p>	New Item	
2.	<p><u>Revolving Fund Documentation</u></p> <p>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.</p> <p>Cut off at end of <sup>annually</sup> <del>each fiscal</del> year. Retire to WNRC 3 years after cut off. Destroy 5 years after cut off.</p> <p>NOV 12 1996 MNY copy to: Agency, NNT &amp; NCF</p>	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>Cut off after expiration of contract. Retire to WNRC 3 years after cutoff. Destroy 5 years after cut off.</p>	New Item	
4.	<p style="text-align: center;">Asset</p> <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>Temporary: Cut off file upon close of case. Transfer closed files to WNRC 3 years after cut off. Destroy</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>Files (hard copies) are stored at off-site storage facility.</p> <p>a. Opitical disk files.</p> <p style="padding-left: 40px;">Delete when 7 years old</p> <p>b. Hard copy files.</p> <p style="padding-left: 40px;">Destroy 2 years after imaged on to optical disk.</p>	<p><del>RESERVED</del></p> <p>17 years after cut off.</p> <p>NC1-465-81-1 PBGC #110</p>	

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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>NC1-465-81-1 PBGC #112</p> <p>RESERVED</p>	