

*John SK 2/12/84*  
*Henry #2 12/13*  
*Hessler*

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO. <b>NCI-465-85-1</b>	DATE RECEIVED <b>12-13-84</b>
1. FROM (Agency or establishment) <b>Pension Benefit Guaranty Corporation</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Sally E. Crocker</b>	5. TELEPHONE EXT. <b>254-4767</b>	DATE <b>12/18/85</b>	ARCHIVIST OF THE UNITED STATES <i>Robert E. Geiger</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <b>12/5/84</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert E. Geiger</i> Robert E. Geiger	D. TITLE Director, HRSSD and Acting Records Management Officer
---------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Revision of participant files schedule.</p> <p><u>Participant Files</u></p> <p>Case files containing correspondence, benefit entitlement calculation sheets, employment information, benefit applications, evidence of age/marriage, and other pertinent documents for individual participants in covered pension plans.</p> <p>a. Vested participant files where total present value of benefits due has been paid in a lump sum, or a final monthly payment to a participant or surviving beneficiary has been made and there are no further benefit payments due.</p> <p>Place in closed file after lump sum or final monthly payment made. Break closed file at end of fiscal year. Transfer to records center when 6 months old. Destroy when 4 years old. See c below for exception.</p> <p>b. Non-vested participant files.</p> <p>Place in closed file after issuance of written notification to participant of non-vested status. Destroy when 7 years old. See c below for exception.</p> <p><i>Agency copy sent 1/30/85 Hlaues</i></p>	<p>NCI-465-81-1</p> <p>(Item No. 66) Handbook</p>	<p><i>3 items</i></p>

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>c. Vested or non-vested participant files (a. and b. above) where a participant or beneficiary had unsuccessfully sought reconsideration of or unsuccessfully appealed the PBGC's initial determination of benefit entitlement or non-vested status.</p> <p>Place in closed file after the PBGC's final determination. Break closed file at end of fiscal year. Destroy when 7 years old.</p>		