

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

NI-317-88-1

DATE RECEIVED

2/4/88

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

U. S. Department of Labor

2. MAJOR SUBDIVISION

Pension & Welfare Benefits Administration

3. MINOR SUBDIVISION

Office of Program Services

4. NAME OF PERSON WITH WHOM TO CONFER

Ursaline C. Sutson

5. TELEPHONE EXT.

523-6471

DATE

8-25-88

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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 _____ 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 27 JAN 88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul [Signature]</i>	D. TITLE DEPARTMENTAL RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p style="text-align: center;"><u>PWBA Records Schedule No. 3</u></p> <p>The Pension and Welfare Benefits Administration (PWBA) provides for the administration and enforcement of the Employee Retirement Income Security Act of 1974 (ERISA), approved September 2, 1974 (88 Stat. 829; 29 USC 1001 note). The Act is administered by the Department of Labor (DOL), Internal Revenue Service (IRS), and the Pension Benefit Guaranty Corporation (PBGC). ERISA requires administrators or sponsors of private pension and welfare plans to file descriptions of those plans with DOL/PWBA; to provide plan participants with easily understandable summaries of plans; and to report annually on the financial operations of the plans and the person(s) responsible for the handling of plan funds and assets.</p> <p>This Schedule supersedes Records Schedule No. 2 to reduce the retention of the Master copy microfilm (silver master). <u>NCl-317-85-3</u></p>		<p style="text-align: right;">WITHDRAWN</p>

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

NO.

PAGE

OF

7.
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1. ~~Annual Reports. Form 5500, 5500-C, 5500-K and Schedules A and B (Form 5500), and supporting documents including accountants' reports and actuaries' reports. These reports are filed with the IRS annually by any administrator or sponsor of an employee pension benefit plan in conformance with applicable reporting and disclosure requirements of the Employee Retirement Income Security Act (ERISA).~~

NC1-317-85-3

WITHDRAWN

Dispositions

- a. Originals (paper copy). IRS receives and maintains originals of these annual reports (Form 5500 series). See IRS Records Control Schedule No. 206, Item 122.
- b. Working copy microfiche (one diazo copy).
 - (1) Active Plans. Maintain in file for six years, then destroy.
 - (2) Terminated Plans. Remove from file three years after receipt of termination report, then destroy.
 - (3) Merged Plans. Remove from file three years after receipt of merged report, then destroy.
- c. Master copy microfilm (silver master). Maintain the master copy of all annual reports (5500 series) at the contractor's facility for 6 years, then destroy.

2. ~~Summary Plan Descriptions (SPD) Pamphlets describing the terms and benefits of pension and/or welfare plans.~~

NC1-317-85-3

WITHDRAWN

Dispositions

- a. Originals (paper copy). Retain originals until they have been inventoried, microfiched and the quality control test of the microfiche is completed, then destroy.
- b. Working copy microfiche (one diazo copy).
 - (1) Active Plans. Remove from file three years after receipt of an updated (amended) report, then destroy.
 - (2) Terminated Plans. Remove from file three years after receipt of termination report, then destroy.
 - (3) Merged Plans. Remove from file three years after receipt of merged report, then destroy.

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c. Master copy microfilm (silver master). Maintain the master copy of all summary plan descriptions, EBS-1 and FY 74 short form EBS-1 at contractor's facility for 6 years, then destroy.

3. ~~Indexes. Identification data for annual reports, SPD's and EBS-1's extracted from magnetic tape and stored in computer file.~~

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WITHDRAWN

Disposition

Maintain at contractor's facility for 6 years, then destroy.

4. ~~ERISA Plans/Reports. Reports and documents that administrators or sponsors of private pension and welfare plans are required to file with the Department of Labor, Pension & Welfare Benefits Administration. Plans/reports include deferred compensation plans, master trust filings (annual financial reports), apprenticeship plans and common collective trust and pooled separate account filings (annual financial reports of banks and insurance companies).~~

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WITHDRAWN

Dispositions

a. Originals (paper copy). Retain originals until microfiched and quality control test of the microfiche is completed, then destroy.

b. Working Copy Microfiche. Maintain in file for six years, then destroy.

c. Master copy microfilm (silver master). Maintain the master copy of all plans/reports listed in item no. 4 above at contractor's facility for 6 years, then destroy.