

REQUEST FOR R.  
(See 1.)

POSITION AUTHORITY  
on reverse)

LEAVE BLANK

14 3/22/81

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

NC1-317-82-2

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED  
December 3, 1981

U. S. Department of Labor

2. MAJOR SUBDIVISION  
Labor-Management Services Administration

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION  
Pension and Welfare Benefit Programs

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Paul M. Fitzpatrick

523-6859

8-5-85  
Date

WITHDRAWN

Archivist of the United States

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
11/20/81	<i>Elaine Jackson</i>	<i>Departmental Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO. 10. ACTION TAKEN
	<p><u>LMSA Records Schedule No. B</u></p> <p>The Employee Retirement Income Security Act of 1974 (ERISA) requires administrators of private pension and welfare plans to file descriptions of those plans with DOL/PWBP; to provide plan participants with easily understandable summaries of plans; and to report annually on the financial operations of the plans and the persons charged with handling plan funds and assets. The plan description is reported on the EBS-1 form; the annual financial report is the DOL 5500; and the summaries of the plans are the Summary Plan Description. The ERISA report forms are maintained on microfiche, except for the one-time two-page EBS-1 Plan Description which is on microfilm. The Summary Plan Description will also be maintained on microfiche.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. The master films shall be inspected every two (2) years in accordance with 41 CFR 101-11.507.2.</p> <p><u>This schedule pertains to the disposition of PWBP records in the Office of Reports and Disclosure only.</u></p>	<p>8 items</p>

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1. <u>Annual Reports</u>. Form 5500, 5500-C, 5500-K and Schedules A and B (Form 5500), and supporting documents including accountants' reports and actuaries' reports.</p> <p><u>Dispositions.</u></p> <p>a. <u>Originals (paper copy)</u>. DOL received originals of the annual reports Form 5500, for the Fiscal Years 1975 and 1976, thereafter, IRS will receive the originals and send them to a contractor to be microfilmed for DOL. Retain originals until they are microfiched, inventoried, and the quality control test is completed; hold for four years, then destroy. See IRS Schedule No. 203 (NC 1-58-77-10).</p> <p>b. <u>Working copy microfiche (one diazo copy)</u>.</p> <p>(1) <u>Active Plans</u>. Maintain in file for six years, then destroy.</p> <p>(2) <u>Terminated Plans</u>. Remove from file three years after receipt of terminated report, then destroy.</p> <p>(3) <u>Merged Plans</u>. Remove from file three years after receipt of merged report, then destroy.</p>		

Request for Records Disposition Authority – Continuation		JOB NO.	PAGE OF 3 of 3
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>2. <u>Summary Plan Descriptions</u>. Pamphlets describing the terms and benefits of pension and/or welfare plans.</p> <p><u>Dispositions</u></p> <p>a. <u>Originals (paper copy)</u>. Retain originals until they have been inventoried, microfiched and the quality control test of the microfiche is complete, then destroy.</p> <p>b. <u>Working copy microfiche (one diazo copy)</u>.</p> <p>(1) <u>Active Plans</u>. Remove from file three years after receipt of an updated (amended) report, then destroy.</p> <p>(2) <u>Terminated Plans</u>. Remove from file three years after receipt of terminated report, then destroy.</p> <p>(3) <u>Merged Plans</u>. Remove from file three years after receipt of merged report, then destroy.</p>		