## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-465-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded by N1-465-09-001.

Date Reported: 08/27/2020

## INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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REQUEST FOR RECORDS DISPOSITION AUTHORITY				JOB NUMBER N1-465-01-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION			Date received	1	
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 1. FROM (Agency or establishment)				10/18/00 NOTIFICATION TO AGENCY	
Pension Benefit Guaranty Corporation					
2. MAJOR SUBDIVISION Deputy Executive Director and Chief Operating Officer			disposition reques	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 no	
MINOR SUI Insur	BDIVISION ance Operations Dej	partment	approved" or "witho	drawn" in colu	mn 10.
4. NAME OF PERSON WITH WHOM TO 5. TELEPHONE NUMBER CONFER		DATE		OF THE UNITED STATES	
Bruce I. Campbell		202-326-4150x3261	2-9-01	the	W.Car
records pr needed af	oposed for disposal on the ter the retention period	zed to act for this agency in matters ne attached3_ page(s) are not s specified; and that written concu fanual for Guidance of Federal Agen	needed now for the bus rrence from the Gene	siness for th	is agency or will not b
X is not required is attached; or		🗌 has b	een requeste	ed.	
DATE SIGNATURE OF AGENCY REPRESENTATIVE 10-17-00 Somet a. Amit Janet Smith			TITLE	TITLE Director, Facilities and Services Department – Agency Records Officer	
. ITEM NO.	8. DESCRIPTION (	OF ITEM AND PROPOSED DISPOSITION	9. GRS ( SUPERSEDE CITATIO	ED JOB	10. ACTION TAKEN (NARA USE ONLY)
	See attached pages				
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Attachment to SF 115 (Job No. N1-465-01-1)

#### **INSURANCE OPERATIONS DEPARTMENT**

#### 1. Participant Files

Correspondence, records of phone conversations, copies of personal documents, benefit calculation sheets showing benefit entitlement, employment information, qualified domestic relations order, copies of faxes, copies of electronic mail, and notes pertinent to each person, including "wood-workers," covered by a pension plan. A "woodworker" is defined as a person who claims possible entitlement to a benefit from a particular plan who has not been included in the final valuation. The Privacy Act System Notice *PBGC-6, Plan Participant and Beneficiary Data – PBGC* governs access to these records. (Revision to N1-465-87-1, item #66)

#### a. Imaged Participant File

The earliest document imaged dates from about December 16, 1993, with the Image Processing System (IPS) initially implemented in September 1994. From December 1993 through the end of December 1994 approximately 10,300 documents were imaged. IPS's full implementation, including the document committal process, occurred in January 1995 and continues in the normal course of business.

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1) Participants' files where the participant or beneficiary has been fully paid.

**TEMPORARY**. Semi-annually develop list from Participant Record Information System Management (PRISM) of participants meeting the criteria of having received a final lump sum or annuity payment. Mark index in Image Processing System (IPS) for each participant. Transfer marked files off line 6 months after marking. Destroy or do not migrate, whichever comes first, 7 years after marking.

2) Participants' files where an initial determination letter has not been issued to a participant or beneficiary 7 years after PBGC pays the final benefit.

**TEMPORARY**. Segregate the file prior to plan closing and maintain online for 2 years in order to



clarify participant's or participant's estate status. Transfer segregated files off line 6 months thereafter. Destroy or do not migrate, whichever comes first, 7 years after transfer off line.

#### **<del><b>.** Non-imaged files (paper)</del>

1) Vested participants' files where participant or beneficiary has been fully paid. These records have not been/are not converted to the IPS because management has decided based on cost and other circumstances not to image.

**TEMPORARY** Close file after lump sum or final payment has been made. Transfer to the Federal Records Center (FRC) 6 months after closure. Destroy 7 years after closure.

2) Non vested participants or beneficiaries who have been advised, or unsuccessfully sought reconsideration of, or unsuccessfully appealed the PBGC's initial benefit determination of benefit entitlement or non-vested status.

TEMPORARY. Place in closed file after PBGC's final determination. Transfer to FRC when 6 months old. Destroy when 7 years old.

# c. Image system source records (a.k.a. Chronological Files)

Includes all materials that have been received from a participant or created at the behest of PBGC. Maintained by date of imaging or by participant name.

**TEMPORARY.** Destroy after verification of data on IPS or 3 months after verification.

#### d. Image Processing System (IPS) Documentation

Includes the Image Processing System Description, user instructions provided in the Insurance Operations Department (IOD) Manual, and related documentation.

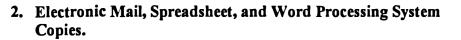
**TEMPORARY.** Destroy when superseded, obsolete, or 1 year after the discontinuance of the system.

NI-465-87-1

### NC1-465-85-1



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Electronic copies of records that are created on electronic mail, spreadsheet, and word processing systems and used solely to generate a recordkeeping copy of the records covered by items 1.b.1), 1.b.2), 1.c., and 1.d. in this schedule. Also includes electronic copies of records created on electronic mail, spreadsheet, and word processing systems that are maintained for updating, revision, or dissemination.

> **a.** Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

> **TEMPORARY.** Destroy/delete within 180 days after the recordkeeping copy has been produced.

**b.** Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

**TEMPORARY**. Destroy/delete when dissemination, revision, or updating is completed.