

Title: Financial monitoring and control, grants.

OMB Number: 2700-0049.

Type of review: Extension.

Need and Uses: Information is used by NASA to effectively maintain an appropriate internal control system for grants and cooperative agreements with institutions of higher education and other non-profit organizations, and to comply with statutory requirements on the accountability of public funds.

Affected Public: Not-for-profit institutions.

Number of Respondents: 7,149.

Responses Per Respondent: 5.

Annual Responses: 37,696.

Hours Per Request: 7½ hrs.

Annual Burden Hours: 284,792.

Frequency of Report: On occasion.

Donald J. Andreotta,

Deputy Chief Information Officer (Operations), Office of the Administrator.
[FR Doc. 98-14978 Filed 6-4-98; 8:45 am]

BILLING CODE 7510-01-P

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice: 98-074]

Agency Information Collection Activities; Proposed Collection, Comment Request

AGENCY: National Aeronautics and Space Administration (NASA).

ACTION: Notice of agency report forms under OMB review.

SUMMARY: The National Aeronautics and Space Administration, as part of its continuing effort to reduce paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. 3506(c)(2)(A)). Property records and reporting are required to ensure appropriate utilization, safekeeping, accountability and control for items provided by NASA or acquired with NASA funds.

DATES: All comments should be submitted on or before August 4, 1998.

ADDRESSES: All comments should be addressed to Mr. Richard Kall, Code HK, National Aeronautics and Space Administration, Washington, DC 20546-0001.

FOR FURTHER INFORMATION CONTACT: Ms. Carmela Simonson, NASA Reports Officer, (202) 358-1223.

Title: Property Management and Controls, Grants.

OMB Number: 2700-0047.

Type of review: Extension.

Need and Uses: Collection is required to ensure proper accounting of Federal property provided under grants and cooperative agreements with institutions of higher education and to satisfy external requirements of internal control of property provided by NASA or acquired with NASA funds.

Affected Public: Not-for-profit institutions.

Number of Respondents: 7,149.

Responses Per Respondent: 4.

Annual Responses: 28,596.

Hours Per Request: 4½ hrs.

Annual Burden Hours: 128,682.

Frequency of Report: On occasion.

Donald J. Andreotta,

Deputy Chief Information Officer (Operations), Office of the Administrator.
[FR Doc. 98-14979 Filed 6-4-98; 8:45 am]

BILLING CODE 7510-01-M

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice 98-073]

Agency Information Collection: Submission for OMB Review, Comment Request

AGENCY: National Aeronautics and Space Administration (NASA).

SUMMARY: The National Aeronautics and Space Administration has submitted to the Office of Management and Budget (OMB) the following proposal for the collection of information under the provisions of the Paperwork Reduction Act (44 U.S.C. Chapter 35).

DATES: Comments on this proposal should be received on or before July 6, 1998.

ADDRESSES: All comments should be addressed to Mr. Richard Kall, National Aeronautics and Space Administration, Washington, DC 20546-0001.

FOR FURTHER INFORMATION CONTACT: Ms. Carmela Simonson, NASA Reports Officer, (202) 358-1223.

Reports

Title: Small Business and Small Disadvantaged Business Concerns and Related Contract Provisions NASA FAR Supplement Part 18-19, SF 295.

OMB Number: 2700-0073.

Type of Review: Extension.

Need and Uses: NASA requires reporting of small disadvantaged business subcontract awards in order to meet its Congressionally mandated goals.

Affected Public: Not-for-profit institutions.

Estimated Number of Respondents: 225.

Responses Per Respondent: 2.

Estimated Annual Responses: 450.

Estimated Hours Per Request: 13.

Estimated Annual Burden Hours: 5,850.

Frequency of Report: Biannually.

Donald J. Andreotta,

Deputy Chief Information Officer (Operations), Office of the Administrator.
[FR Doc. 98-14980 Filed 6-4-98; 8:45 am]

BILLING CODE 7510-01-P

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration, Office of Records Services, Washington, DC.

ACTION: Notice of availability of proposed records schedules; requestor comments.

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when no longer needed for current Government business. They authorize the preservation of records of continuing value in the National Archives of the United States and the destruction, after a specified period, of records lacking administrative, legal, research, or other value. Notice is published for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites public comments on such records schedules, as required by 44 U.S.C. 3303a(a).

DATES: Requests for copies must be received in writing on or before July 20, 1998. Once the appraisal of the records is completed, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memorandums that contain additional information concerning the records covered by a proposed schedule. These, too, may be requested and will be provided once the appraisal is completed. Requesters will be given 30 days to submit comments.

ADDRESSES: To request a copy of any records schedule identified in this notice, write to the Life Cycle Management Division (NWML), National Archives and Records Administration (NARA), 8601 Adelphi

Road, College Park, MD 20740-6001. Requests also may be transmitted by FAX to 301-713-6852 or by e-mail to records.mgt@arch2.nara.gov.

Requesters must cite the control number, which appears in parentheses after the name of the agency which submitted the schedule, and must provide a mailing address. Those who desire appraisal reports should so indicate in their request.

FOR FURTHER INFORMATION CONTACT:

Michael L. Miller, Director, Modern Records Programs (NWM), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Telephone: (301) 713-7110. E-mail: records.mgt@arch2.nara.gov.

SUPPLEMENTARY INFORMATION: Each year Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing retention periods for records and submit these schedules for NARA approval, using the Standard Form (SF) 115, Request for Records Disposition Authority. These schedules provide for the timely transfer into the National Archives of historically valuable records and authorize the disposal of all other records after the agency no longer needs the records to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

No Federal records are authorized for destruction without the approval of the Archivist of the United States. This approval is granted only after a thorough consideration of their administrative use by the agency of origin, the rights of the Government and of private persons directly affected by the Government's activities, and whether or not they have historical or other value.

Besides identifying the Federal agencies and any subdivisions requesting disposition authority, this public notice lists the organizational unit(s) accumulating the records or indicates agency-wide applicability in the case of schedules that cover records that may be accumulated throughout an agency. This notice provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction). It also

includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it too includes information about the records. Further information about the disposition process is available on request.

Schedules Pending

1. Department of Defense, Office of the Secretary of Defense (N1-330-98-1, 1 item, 1 temporary item). Files relating to individual volunteers, including volunteer agreement form, parental permission form for minors wishing to volunteer, and other records pertaining to service.

2. Department of the Army, United States Army Corps of Engineers (N1-AU-94-30, 1 item, 1 temporary item). The Case Management Information System which is an automated tracking system used only to monitor status of litigation.

3. Department of the Army, Army-wide (N1-AU-97-26, 1 item, 1 temporary item). Reference copies of various statistical reports generated to track enlistment activity.

4. Department of the Army, Army-wide (N1-AU-97-30, 1 item, 1 temporary item). Production/Financial Management reference files necessary to manage ammunition programs, including purchase requests, pricing data, contract data, correspondence and other miscellaneous materials.

5. Department of the Army, Army-wide (N1-AU-98-11, 1 item, 1 temporary item). Reduces retention period of explosive ordnance incident reports.

6. Department of the Navy, Navy-wide (N1-NU-98-7, 1 item, 1 temporary item). Audio cassette recordings of verbal statements taken during Physical Evaluation Boards and Medical Boards during Disability Evaluation proceedings. Statements will be transcribed and placed in the individual's Disability Retirement Case File which is retained for 75 years under previously approved schedules.

7. Department of Health and Human Services, Health and Human Services Reorganization (N1-468-98-1, 2 items, 1 temporary item). Working papers, 1977-1980. Handwritten notes and other material identifying number of staff and location are recommended for disposal. Implementation records are proposed for permanent retention.

8. Department of Health and Human Services, Assistant Secretary for Personnel (N1-468-98-3, 1 item, 1

temporary item). Appointment books, telephone logs and calendars maintained by the Assistant Secretary for Personnel and the Deputy Assistant Secretary for Personnel, 1975-1988.

9. Department of Health and Human Services, Office of the Secretary (N1-468-98-6, 1 item, 1 temporary item). User access log of visits to World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

10. Department of State, U.S. Embassy London (N1-84-98-1, item, 1 temporary item). Case files of persons killed on Pan Am Flight 103 over Lockerbie, Scotland.

11. Department of the Treasury, Internal Revenue Service, Office of the Commissioner (N1-58-97-12, 7 items, 5 temporary items). The temporary records proposed for disposal, created by the Office of the National Director of Quality and the Office of Public Liaison, relate to the development of products and reports for the improvement of business practices, and administrative files regarding membership applications for the Commissioner's Advisory Group (CAG). Records that document the creation, functions and organization of the Quality Office, as well as final reports and products produced by the office, are proposed for permanent retention.

12. Department of the Treasury, Internal Revenue Service, Office of the Commissioner and former Executive Secretariat (N1-58-98-6, 5 items, 2 temporary items). Records documenting administrative functions within the defunct Executive Secretariat which date earlier than 1974. The substantive records from these entities are proposed for permanent retention.

13. The Corporation for National and Community Service (N1-362-98-3, 9 items, 9 temporary items). Expands the records schedule for the Office of Procurement to add Billing Office Address Code Files, Credit Card Files and Unsuccessful Bidders File relating to transactions above the small purchase limitations in 48 CFR part 13. Updates disposition of other record series previously scheduled for temporary retention.

14. The Corporation for National and Community Service (N1-362-98-5, 13 items, 9 temporary items). Schedules the records of AmeriCorps*State and National Office including Grant Files, CEO Decision Notebooks, Chron Files, and various duplicative materials. Records proposed for permanent retention include the Updates Newsletter, the Board Decision Notebooks and the record copy of the Conference and Training Workshop Records.

15. Federal Retirement Thrift Investment Board, Office of Administration (N1-474-98-2, 3 items, 3 temporary items). Electronic systems for tracking the performance of the Thrift Savings Plan's Common Stock and Fixed Income Funds and monies obligated by the Federal Retirement Thrift Investment Board for administrative expenditures but not yet spent.

16. National Archives and Records Administration (N1-GRS-97-4, 2 items, 2 temporary items). Revises and expands General Records Schedule 1, item 10, Temporary Individual Employee Records, applicable Government-wide, to add disposition instructions for the I-9 Forms and update the disposition instructions of other Temporary Individual Employee Records.

17. National Commission on Restructuring the Internal Revenue Service (N1-220-98-3, 8 items, 1 temporary item). Unsolicited Mail. Files which do not contain information used in Commission deliberations are recommended for disposal. Records of the Commission proposed for permanent retention include: testimony, briefing materials, Chief of Staff files, publications and correspondence.

18. President's Commission on Consumer Protection and Quality in the Health Care Industry (N1-220-98-6, 4 items, 1 temporary item). Correspondence Files consisting of unsolicited incoming correspondence, mailing lists, and similar materials which are unrelated to the primary mission of the Commission and not needed to document its work.

19. President's Crime Prevention Council (N1-220-98-7, 15 items, 10 temporary items). Referral letters, catalog program background files, reference material from other agencies, copies of legislation, conference information, outside meetings, publication drafts, and grant simplification files. These records do not contain information used in Commission deliberations and are recommended for disposal. The following records of the Commission are proposed for permanent retention: archiving material, publications, briefing books, speech and remarks file, and Vice Presidential events.

20. United States Information Agency, Office of Policy and Plans/Office of Policy and Research (N1-306-96-4, 51 items, 11 temporary items). Extra copies of publications and reports, classified document accountability records, records relating to administrative matters, inter-agency liaison files, and

reference files relating to Eastern Europe and the Near East and South Asia.

Dated: June 1, 1998.

Michael J. Kurtz,

Assistant Archivist for Record Services—Washington, DC.

[FR Doc. 98-15062 Filed 6-4-98; 8:45 am]

BILLING CODE 7515-01-P

NATIONAL CREDIT UNION ADMINISTRATION

Agency Information Collection Activities: Submission to OMB for Review; Comment Request

AGENCY: National Credit Union Administration (NCUA).

ACTION: Request for comment.

SUMMARY: The NCUA is resubmitting the following information collections without change to the Office of Management and Budget (OMB) for review and clearance under the Paperwork Reduction Act of 1995 (P.L. 104-13, 44 U.S.C. Chapter 35). These information collections are published to obtain comments from the public.

DATES: Comments will be accepted until August 4, 1998.

ADDRESSES: Interested parties are invited to submit written comments to NCUA Clearance Officer or OMB Reviewer listed below:

Clearance Officer: Mr. James L. Baylen (703) 518-6411, National Credit Union Administration, 1775 Duke Street, Alexandria, Virginia 22314-3428, Fax No. 703-518-6433, E-mail: jbaylen@ncua.gov

OMB Reviewer: Alexander T. Hunt (202) 395-7860, Office of Management and Budget, Room 10226, New Executive Office Building, Washington, DC 20503.

FOR FURTHER INFORMATION CONTACT:

Copies of the information collection requests, with applicable supporting documentation, may be obtained by calling the NCUA Clearance Officer, James L. Baylen, (703) 518-6411.

SUPPLEMENTARY INFORMATION: Proposals for the following collections of information:

OMB Number: 3133-0114.

Form Number: N/A.

Type of Review: Extension of a currently approved collection.

Title: Payment on Shares by Public Units and Nonmembers.

Description: 5 CFR 701.32 limits nonmember and public unit deposits in federally insured credit unions to 20 percent of their shares or \$1.5 million, whichever is greater. The collection of information requirement is for those

credit unions seeking an exemption from the above limit.

Respondents: Credit unions seeking an exemption from the limits on share deposits by public unit and nonmember accounts set by 5 CFR 701.32.

Estimated No. of Respondents/Recordkeepers: 20.

Estimated Burden Hours Per

Response: 2 hours.

Frequency of Response: Other. As exemption is requested.

Estimated Total Annual Burden Hours: 40.

Estimated Total Annual Cost: N/A.

OMB Number: 3133-0116.

Form Number: NCUA 9600, NCUA 4401, NCUA 4221, NCUA 4505, & NCUA 4506.

Type of Review: Extension of a currently approved collection.

Title: 12 U.S.C. 1771—Conversion from Federal to State Credit Union and from State to Federal Credit Union.

12 U.S.C. 1781—Insurance of Member Accounts—Eligibility.

Description: The forms constitute the application for an approval of credit union conversions from federal to state charter and from state to federal charter. In addition, forms in the package contain the application and approval for federal insurance of member accounts in credit unions.

Respondents: Credit unions seeking to convert from federal to state charter and from state to federal charter and non-federally insured state chartered credit unions seeking federal share insurance.

Estimated No. of Respondents/Recordkeepers: 50.

Estimated Burden Hours Per Response: 4 hours.

Frequency of Response: Other. As credit unions seek approval to convert charter or federal share insurance.

Estimated Total Annual Burden Hours: 200.

Estimated Total Annual Cost: N/A.

By the National Credit Union Administration Board on June 1, 1998.

Becky Baker,

Secretary of the Board.

[FR Doc. 98-14907 Filed 6-4-98; 8:45 am]

BILLING CODE 7535-01-P

NATIONAL WOMEN'S BUSINESS COUNCIL

Sunshine Act Meeting

AGENCY: National Women's Business Council.

ACTION: Notice of meeting.

SUMMARY: In accordance with the Women's Business Ownership Act,