

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Format for Notices of "Records Schedules; Availability and Request for Comments"

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

**ACTION:** Request for comments.

**SUMMARY:** The National Archives and Records Administration (NARA) publishes notices at least once a month of pending records disposition schedules submitted by Federal agencies. Once approved by NARA, schedules provide mandatory instructions on what happens to records when no longer needed for current Government business. Schedules call for the permanent retention and eventual transfer to the National Archives of the United States of records that have historical or other research value. Most records, however, lack such value and are approved for destruction after a specified period.

NARA began publishing **Federal Register** notices about schedules in 1985. This process alerts members of the public to pending schedules in which they may have an interest. Members of the public may request copies of schedules and provide NARA with comments. Until recently, notices of pending schedules contained only the name of the agency which submitted the schedule, the NARA-assigned control number, and an extremely brief summary of the records proposed for destruction. In 1998, NARA modified the format of notices. Notices now provide the total number of items covered by the schedule and the number of items proposed for disposal as well as more information concerning the types of records covered by the schedule. In addition, the explanatory information concerning the scheduling process included in each notice points out that NARA staff usually prepare appraisal memorandums concerning the records covered by a proposed schedule and that these too may be requested. (Our most recent notice of pending schedules is published elsewhere in this separate part of the **Federal Register**.)

NARA seeks public comments so we can assess and improve the effectiveness of **Federal Register** notices. We are especially interested receiving input concerning the following questions:

(1) Is the current format for notices, including the introductory material explaining the scheduling process, clear and easy to understand?

(2) Is the information provided about individual schedules sufficient to alert readers to pending schedules in which they have an interest? If not, what additional information would you need?

(3) Would it be easier for readers to locate notices of pending schedules if NARA were to publish such notices on only one specified day of the week?

(4) Are there any other ways in which NARA can use the **Federal Register** process to enhance public input concerning pending schedules?

**DATES:** Comments must be received on or before July 8, 1999.

**ADDRESSES:** Comments may be sent electronically to [records.mgt@arch2.nara.gov](mailto:records.mgt@arch2.nara.gov) (comments sent electronically must be in the body of the message or be in WordPerfect 6.1 or Word 6.0 if they are sent as attachments); by FAX to 301-713-6852; or by mail to Director, Life Cycle Management Division (NWML), National Archives and Records Administration, 8601 Adelphi Rd., College Park, MD 20740-6001.

**FOR FURTHER INFORMATION CONTACT:** Marie Allen, Director, Life Cycle Management Division (NWML), National Archives and Records Administration, 8601 Adelphi Rd., College Park, MD 20740-6001. Telephone: (301) 713-7110. E-mail: [records.mgt@arch2.nara.gov](mailto:records.mgt@arch2.nara.gov).

Dated: March 26, 1999.

**Michael J. Kurtz,**

*Assistant Archivist for Records Services—Washington, DC.*

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## 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; request for 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 May 24, 1999. 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](mailto: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.

**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's 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 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 the Air Force, Agency-wide (N1-AFU-99-3, 2 items, 2 temporary items). Forms relating to individual Survival, Evasion, Resistance, and Escape instructors including qualifications, training, and proficiency. Included are electronic copies of forms created using word processing and form filler software that are used to generate paper copies.

2. Department of the Air Force, Agency-wide (N1-AFU-99-6, 2 items, 2 temporary items). Checklists used to evaluate instructors in formal training courses. Included are electronic copies of forms created using word processing and form filler software that are used to generate paper copies.

3. Department of Commerce, National Oceanic and Atmospheric Administration (N1-23-99-1, 35 items, 15 temporary items). Records created by various units of the Coast and Geodetic

Survey, primarily in the period 1817-1969. Included are seismograms and incomplete abstracts of earthquake reports, foreign seismograms and reports, general administrative reports and correspondence, aerial photographs, foreign tide readings, U.S. and foreign magnetic observations, instrument evaluation records, compass surveys, and magnetic declination charts. Files proposed for permanent retention date from the early 19th century through the late 1960s and include triangulation station descriptions, bench mark descriptions, earthquake report abstracts, seismological bulletins and special studies, operations logbooks, annual reports, ship and field office correspondence and reports, correspondence relating to aeronautical charting committees, aerial photographs and negatives, tidal observations and reports, international observatory station records, and research and development correspondence files.

4. Department of Defense, Defense Logistics Agency (N1-361-99-2, 11 items, 11 temporary items). Records relating to programs and services in agency Child Development Centers. Included are registers, activity schedules, lesson plans, annual reports, files on employees, and files on individual children, such as medical histories and records documenting the child's activities and development. Electronic copies of records created using electronic mail, word processing, and other office automation applications are also included.

5. Department of Energy, Federal Energy Regulatory Commission (N1-138-99-5) 4 items, 4 temporary items). Case files, working papers, and records created as documentation of the planning, creation, testing, maintenance, and use of computer systems. Included are electronic copies of documents created using electronic mail and word processing.

6. Department of Energy, Agency-wide (N1-434-98-5, 5 items, 5 temporary items). Contractor employee pay records containing pay data on each employee. This schedule also increases the retention period for levy and garnishment records and reports, registers, and other records relating to retirement of agency employees, which were previously approved for disposal. Also included are electronic copies of documents created using electronic mail and word processing.

7. Department of Energy, Agency-wide (N1-434-98-6, 8 items, 8 temporary items). Records relating to employee pension plans and casualty insurance plans. These records include policies, endorsements, reports, studies, and correspondence. This schedule also increases the retention period for real property records and reports of inventory surveys, which were previously approved for disposal. Also included are electronic copies of documents created using electronic mail and word processing.

8. Department of Energy, Agency-wide (N1-434-98-12, 4 items, 4 temporary items). Records relating to personal and official foreign travel. These records include forms, reports, correspondence, and electronic copies of documents created using electronic mail and word processing.

9. Department of the Treasury, Bureau of Engraving and Printing (N1-318-98-1, 1 item, 1 temporary item). Plate history cards created by the Office of Currency and Stamp Printing, ca. 1878-1960. The cards were used for work control and accountability for active and inactive numbered engraving plates, rolls, and dies used to manufacture U.S. Government securities.

10. Federal Reserve System, Board of Governors (N1-82-99-1, 7 items, 7 temporary items). Files of the Office of the Secretary pertaining to computer operations, century date conversion (Y2K), and employee performance ratings. Included are records related to the development, installation, testing, operation, and maintenance of computer applications, work stations, networks, Web sites, and other systems (not including data generated on the systems) as well as files concerning the agency's Year 2000 efforts such as plans, strategies, testing plans, research papers, and publications. Also included are electronic copies of documents created using electronic mail and word processing. In addition, this schedule increases the retention period of employee performance rating records which were previously approved for disposal.

Dated: March 26, 1999.

**Michael J. Kurtz,**

*Assistant Archivist for Record Services—  
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