

on or before August 11, 1999 to be assured of consideration.

**ADDRESSES:** Comments should be sent to: Office of Information and Regulatory Affairs, Office of Management and Budget, Attn: Ms. Virginia Huth, Desk Officer for NARA, Washington, DC 20503.

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies of the proposed information collection and supporting statement should be directed to Tamee Fechhelm at telephone number 301-713-6730 or fax number 301-713-6913.

**SUPPLEMENTARY INFORMATION:** Pursuant to the Paperwork Reduction Act of 1995 (Public Law 104-13), NARA invites the general public and other Federal agencies to comment on proposed information collections. NARA published a notice of proposed collection for this information collection on April 30, 1999 (64 FR 23361). No comments were received. NARA has submitted the described information collection to OMB for approval.

In response to this notice, comments and suggestions should address one or more of the following points: (a) whether the proposed information collection is necessary for the proper performance of the functions of NARA; (b) the accuracy of NARA's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including the use of information technology. In this notice, NARA is soliciting comments concerning the following information collection:

*Title:* Returned Request Form, Reply to Request Involving Relief Agencies, Walk-In Request for OPM Records or Information.

*OMB number:* 3095-New.

*Agency form number:* NA Forms 13022, 13064, 13068.

*Type of review:* Regular.

*Affected public:* Former Federal civilian employees, their authorized representatives, state and local governments, and businesses.

*Estimated number of respondents:* 4,500.

*Estimated time per response:* 5 minutes.

*Frequency of response:* On occasion, when individuals desire to acquire information from civilian personnel or medical records.

*Estimated total annual burden hours:* 375 hours.

*Abstract:* In accordance with rules issued by the Office of Personnel

Management, the National Personnel Records Center (NPRC) of the National Archives and Records Administration (NARA) administers Official Personnel Folders (OPF) and Employee Medical Folders (EMF) of former Federal civilian employees. The authority for this information collection is contained in 36 CFR 1228.162. When former Federal civilian employees and other authorized individuals request information from or copies of documents in OPF's or EMF's, they must provide in forms or in letters certain information about the employee and the nature of the request. The NA Form 13022, Returned Request Form, is used to request additional information about the former Federal employee. The NA Form 13064, Reply to Request Involving Relief Agencies, is used to request additional information about the former relief agency employee. The NA Form 13068, Walk-In Request for OPM Records or Information, is used by members of the public, with proper authorization, to request a copy of a Personnel or Medical record.

Dated: July 6, 1999.

**L. Reynolds Cahoon,**

*Assistant Archivist for Human Resources and Information Services.*

[FR Doc. 99-17603 Filed 7-9-99; 8:45 am]

BILLING CODE 7515-01-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; 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 August 26, 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. 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:

Marie Allen, Director, Life Cycle Management Division (NWML), 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'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 Defense, Defense Intelligence Agency (N1-373-99-2, 1 item, 1 temporary item). Records relating to the planning and development of an automated resource management information system that was never operational. Included are such records as feasibility studies, plans, manuals, and budget documents.

2. Department of Defense, Office of the Inspector General (N1-509-99-3, 3 items, 3 temporary items). Surveys, working papers, recommendations, charts, and related records pertaining to staffing. Included are electronic copies of documents created using electronic mail and word processing.

3. Department of Energy, Agency-wide (N1-434-98-8, 3 items, 2 temporary items). Electronic copies of records created using electronic mail, word processing, and other office automation applications that pertain to budget policy, budget estimates, budget justifications, and related matters. Also included are recordkeeping copies of budget office records that pertain to non-substantive programs. Recordkeeping copies of files that relate to substantive programs are proposed for permanent retention.

4. Department of Energy, Strategic Petroleum Reserve (N1-434-98-3, 36 items, 21 temporary items). Records relating to administrative and

operational activities of the Strategic Petroleum Reserve (SPR). Included are such records as general subject files, organization improvement files, external relations records, files on environmental matters, safety and health records, legislative files, and maintenance management files. Files proposed for permanent retention include program planning files, construction and engineering records, external agreements, oil acquisition/drawdown records, economic analysis files, organization and management files, SPR publications, maps, photographs, and drawings.

5. Central Intelligence Agency, Agency-wide (N1-263-99-2, 2 items, 2 temporary items). Electronic system and related paper input documents containing financial information on individual personnel collected pursuant to the Counterintelligence and Security Enhancements Act of 1994 and Executive Order 12968 (Access to Classified Information).

6. Central Intelligence Agency, Agency-wide (N1-263-99-3, 2 items, 1 temporary item). Office automation copies of schedules of daily activities. Recordkeeping copies of schedules of daily activities for all Presidential appointees and deputy directors are proposed for permanent retention.

7. Environmental Protection Agency, Agency-wide (N1-412-98-2, 2 items, 2 temporary items). Records relating to EPA participation in safety tests and disaster preparedness exercises. Included are correspondence files, state and local emergency response plans, inspection reports, and electronic copies of documents created using electronic mail and word processing.

8. Federal Energy Regulatory Commission, Financial Policy Division (N1-138-99-1, 8 items, 8 temporary items). Records relating to delegations of administrative authorities, including an electronic database which identifies individuals to whom administrative authorities have been delegated. Electronic copies of documents created using electronic mail and word processing are also included.

9. Federal Retirement Thrift Investment Board, Agency-wide (N1-474-98-1, 6 items, 6 temporary items). Federal Retirement Thrift Investment Board and Thrift Savings Plan web sites and related records. Included web site archives, change control records including e-mail and word processing applications, migration records, feedback and statistical reports, and electronic code.

10. Federal Trade Commission, Agency-wide (N1-122-96-2, 4 items, 3 temporary items). Congressional

correspondence records consisting of routine inquiries from Members of Congress, responses, tracking sheets, data about correspondence maintained on-line, and printed out reports derived from on-line data. Substantive correspondence with Congressional Committees and Subcommittees, signed by the Chairman of the Commission or by the Commission's Secretary on behalf of the Commission, is proposed for permanent retention.

11. Nuclear Regulatory Commission, Office of Congressional Affairs (N1-431-99-2, 35 items, 31 temporary items). Electronic records in the Commission's Agency-wide Document Access and Management System (ADAMS) pertaining to Congressional affairs, including electronic copies of records created using office automation tools and records that are used to create ADAMS portable document format files. Records, which were previously approved for disposal in paper form, include files relating to committees and conferences for which the Commission was not a sponsor, Congressional correspondence, Congressional hearing testimony and transcripts, copies of proposed legislation, and biographical information on Members of Congress. The electronic recordkeeping copies of files relating to committees and conferences sponsored by the Commission and general program correspondence files at the Office Director level are proposed for permanent retention.

12. Nuclear Regulatory Commission, Office of Small Business and Civil Rights (N1-431-99-5, 4 items, 2 temporary items). Electronic records in the Commission's Agency-wide Document Access and Management System (ADAMS) pertaining to small business and civil rights, including electronic copies of records created using office automation tools and records that are used to create ADAMS portable document format files. The electronic recordkeeping copies of program correspondence files at the Office Director level are proposed for permanent retention.

13. Social Security Administration, Agency-wide (N1-47-99-1, 4 items, 4 temporary items). Title II Retirement and Survivors Insurance International Claims Folders consisting of paper case files and electronic copies of records created using word processing, electronic mail, and other office automation applications. These files are used to adjudicate claims and include such records as award or disallowance determination forms, correspondence, claims payment history, and, for disability-based benefits, medical

reports and disability hearing transcripts.

Dated: July 6, 1999.

**Geraldine Phillips,**

*Acting Assistant Archivist for Record Services—Washington, DC.*

[FR Doc. 99-17600 Filed 7-9-99; 8:45 am]

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## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Notice; Renewal of Advisory Committee on Preservation

This notice is published in accordance with the provisions of Section 9(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463, 5 U.S.C., App.) and advises of the renewal of the National Archives and Records Administration's (NARA) Advisory Committee on Preservation for a two-year period. In accordance with the Office of Management and Budget (OMB) Circular A-135, OMB has approved the inclusion of the Advisory Committee on Preservation in NARA's ceiling of discretionary advisory committees. The Committee Management Secretariat, General Services Administration, has also concurred with the renewal of the Advisory Committee on Preservation in correspondence dated June 14, 1999.

The Archivist of the United States has determined that the renewal of the Advisory Committee on Preservation is in the public interest due to the expertise and valuable advice the committee members provide on technical preservation issues affecting Federal records of all types of media. NARA uses the Committee's recommendations in NARA's implementation of strategies for preserving the permanently valuable records of the Federal Government.

Dated: July 6, 1999.

**Mary Ann Hadyka,**

*Committee Management Officer.*

[FR Doc. 99-17602 Filed 7-9-99; 8:45 am]

BILLING CODE 7515-01-P

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules for Electronic Copies Previously Covered by General Records Schedule 20; 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.

This request for comments pertains solely to schedules for electronic copies of records created using word processing and electronic mail where the recordkeeping copies are already scheduled. (Electronic copies are records created using word processing or electronic mail software that remain in storage on the computer system after the recordkeeping copies are produced.)

These records were previously approved for disposal under General Records Schedule 20, Items 13 and 14. Pursuant to NARA Bulletin 99-04, agencies must submit schedules for the electronic copies associated with program records and administrative records not covered by the General Records Schedules. NARA invites public comments on such records schedules, as required by 44 U.S.C. 3303a(a). To facilitate review of these schedules, their availability for comment is announced in Federal Register notices separate from those used for other records disposition schedules.

**DATES:** Requests for copies must be received in writing on or before August 26, 1999. On request, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memorandums concerning a proposed schedule. These, too, may be requested. Requesters will be given 30 days to submit comments.

Some schedules submitted in accordance with NARA Bulletin 99-04 group records by program, function, or organizational element. These schedules do not include descriptions at the file series level, but, instead, provide citations to previously approved

schedules or agency records disposition manuals (see **SUPPLEMENTARY INFORMATION** section of this notice). To facilitate review of such disposition requests, previously approved schedules or manuals that are cited may be requested in addition to schedules for the electronic copies. NARA will provide the first 100 pages at no cost. NARA may charge \$20 per page for additional copies. These materials also may be examined at no cost at the National Archives at College Park (8601 Adelphi Road, College Park, MD).

**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 and/or copies of previously approved schedules or manuals should so indicate in their request.

**FOR FURTHER INFORMATION CONTACT:** Marie Allen, Director, LifeCycle Management Division (NWML), 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. Routine administrative records common to most agencies are approved for disposal in the General Records Schedules (GRS), which are disposition schedules issued by NARA that apply Government-wide.

In the past, NARA approved the disposal of electronic copies of records created using electronic mail and word processing via General Records Schedule 20, Items 13 (word processing