

This program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection requirements on respondents can be properly assessed.

Currently the Veterans' Employment and Training Service (VETS) is soliciting comments concerning the proposed information collection request for the Analysis of the Veterans Automated Resume Referral System.

**DATES:** Written comments must be submitted by September 14, 1999.

**ADDRESSES:** Comments are to be submitted to the Veterans' Employment and Training Service, U.S. Department of Labor, Room S-1316, 200 Constitution Ave., NW, Washington, DC 20210, telephone (202) 693-4719. Written comments limited to 10 pages of fewer may also be transmitted by facsimile to (202) 693-4755.

**FOR FURTHER INFORMATION CONTACT:** Stanley Seidel, Chief, Employment and Training Programs, Veterans' Employment and Training Service, U.S. Department of Labor, Room S-1316, 200 Constitution Ave., NW, Washington, DC 20210, telephone: (202) 693-4719.

Copies of the referenced information collection request are available for inspection and copying through VETS and will be mailed to persons who request copies by telephoning Stanley Seidel at (202) 693-4719.

#### **SUPPLEMENTARY INFORMATION:**

### **I. Background**

The State Employment Service Agencies (SESA's) and employers are increasing their use of the America's Job Bank (AJB) and America's Talent Bank (ATB). VETS wants to ensure that our Nation's veterans continue to receive priority in the Employment Service referral process.

In an effort to ensure that veterans do receive priority consideration in the referral process, VETS and the Employment and Training Administration have agreed to a pilot project. The pilot began on January 4, 1999 and will run through September 1999. Four States, North Carolina, Florida, Kansas, and Washington (State) have been selected to participate in the pilot.

The pilot will address veterans' priority of referral on the ATB. When a job order is placed on the AJB, the ATB system will automatically search for any qualified veterans resume and send it to the employer. Upon completion of the pilot, an evaluation will be conducted to measure the effectiveness of both

projects to determine if they have demonstrated veterans priority in the referral process.

### **II. Review Focus**

The Department of Labor is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the function of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, included through the use of appropriate automated, electronic, mechanical, or other technology collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

### **III. Current Actions**

This notice requests the Office of Management and Budget approval of the Paperwork requirements for the Analysis of the Veterans Automated Resume Referral System.

*Type of Review:* Regular Submission (new).

*Agency:* Veterans' Employment and Training Service.

*Title:* The Analysis of the Veterans Automated Resume Referral System.

*OMB Number:* New.

*Affected Public:* Individuals or households.

*Total Respondents:* 919.

*Average Time per Response:* 15 minutes.

*Total Annualized Capital/startup costs:* \$0.

*Total Initial Annual Costs:* (operating/maintaining systems or purchasing services) \$33,730.

Comments submitted in response to this notice will be summarized and included in the request for Office of Management and Budget approval of the information collection request. Comments will become a matter of public record.

Dated: July 8, 1999.

**Espiridion "AL" Borrego,**

*Assistant Secretary for Veterans' Employment and Training Service.*

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## **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 30, 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, 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 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 documents) and 14 (electronic mail). However, NARA has determined that a different approach to the disposition of electronic copies is needed. In 1998, the Archivist of the United States established an interagency Electronic Records Work Group to address this issue and pursuant to its recommendations, decided that agencies must submit schedules for the electronic copies of program records and administrative records not covered by the GRS. On March 25, 1999, the Archivist issued NARA Bulletin 99-04, which tells agencies what they must do to schedule electronic copies associated with previously scheduled program records and certain administrative records that were previously scheduled under GRS 20, Items 13 and 14.

Schedules submitted in accordance with NARA Bulletin 99-04 only cover the electronic copies associated with previously scheduled series. Agencies that wish to schedule hitherto unscheduled series must submit separate SF 115s that cover both recordkeeping copies and electronic copies used to create them.

In developing SF 115s for the electronic copies of scheduled records, agencies may use either of two scheduling models. They may add an appropriate disposition for the electronic copies formerly covered by GRS 20, Items 13 and 14, to every item in their manuals or records schedules where the recordkeeping copy has been created with a word processing or electronic mail application. This approach is described as Model 1 in Bulletin 99-04. Alternatively, agencies may group records by program, function, or organizational component and propose disposition instructions for the electronic copies associated with each grouping. This approach is described as Model 2 in the Bulletin. Schedules that follow Model 2 do not describe records at the series level.

For each schedule covered by this notice the following information is provided: Name of the Federal agency and any subdivisions requesting disposition authority; the organizational unit(s) accumulating the records or a statement that the schedule has agency-wide applicability in the case of

schedules that cover records that may be accumulated throughout an agency; the control number assigned to each schedule; the total number of schedule items; the number of temporary items (the record series proposed for destruction); a brief description of the temporary electronic copies; and citations to previously approved SF 115s or printed disposition manuals that scheduled the recordkeeping copies associated with the electronic copies covered by the pending schedule. If a cited manual or schedule is available from the Government Printing Office or has been posted to a publicly available Web site, this too is noted.

Further information about the disposition process is available on request.

### Schedules Pending

1. Department of Labor, Office of the Secretary of Labor (N9-174-99-1, 12 items, 12 temporary items). Electronic copies of records created using electronic mail and word processing accumulated by the Office of Public Affairs. Included are electronic copies associated with such records as news releases, publications, transcripts of speeches and testimony, briefing books, biographies, schedules, and correspondence. This schedule follows Model 1 as described in the Supplementary Information section of this notice. Recordkeeping copies of these files are included in Disposition Jobs N1-174-94-2 and N1-174-96-6.

2. Tennessee Valley Authority, Agency-wide (N9-142-99-1, 1 item, 1 temporary item). Electronic copies of records created using electronic mail and word processing that relate to transportation, budget and finance, library services, copier management, and other administrative services. Included are electronic copies of records pertaining to such subjects as the operation and maintenance of aircraft and motor vehicles, flight schedules, the leasing or purchase of copy machines, fuel inventories, vanpool operations, and budget preparation. This schedule follows Model 2 as described in the Supplementary Information section of this notice. Recordkeeping copies of these files are included in the Administrative Services chapter of the TVA Comprehensive Records Schedule.

Dated: July 12, 1999.

**Michael J. Kurtz,**

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

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