

13. General Services Administration, Office of the Inspector General (N1-269-99-1, 5 items, 5 temporary items). Audit case files and investigative case files relating to agency programs, operations, procedures, external audits of contractors and grantees, and employee and Hotline complaints. Included are audit reports, correspondence, memoranda, investigative reports, notes, attachments, working papers, and electronic copies of documents created using electronic mail and word processing. Significant investigative case files will be brought to the attention of the National Archives and Records Administration for appraisal on a case by case basis.

14. National Aeronautics and Space Administration, Office of Financial Management (N1-255-96-3, 7 items, 7 temporary items). Forms that authorize NASA organizational units to use a stated amount of resources (funds or personnel) for the execution of approved agency projects and activities. Also included are electronic copies of these records created using electronic mail and word processing.

15. National Archives and Records Administration, Electronic and Special Media Records Services Division (N2-197-99-1, 1 item, 1 temporary item). Civil Aeronautics Board surveys of airline passenger origins and destinations in electronic form for March 1962, September 1962, and September 1964. Records were accessioned into the National Archives but cannot be copied due to technical problems.

16. National Imagery and Mapping Agency, Agency-wide (N1-537-98-3, 116 items, 113 temporary items). Records relating to legal matters. Included are Inspector General legal review files, procurement and contract review files, records relating to the investigation and processing of claims, patent applications, invention rights files, trademark solicitation files, litigation case files, Congressional correspondence, ethics training records, files relating to outside employment of NIMA staff, and conflict of interest review records. Also included are electronic copies of documents created using electronic mail and word processing. Recordkeeping copies of legal opinions and files related to the development of legislation are proposed for permanent retention.

17. Office of Personnel Management (N1-146-00-1, 4 items, 2 temporary items). Older Civil Service Commission records including retirement annuity cards and rosters of scientists and engineers. Records date from the period

1920-1963. A minority group study conducted in 1962 and Commission policy files, 1938-1962, are proposed for permanent retention.

18. Office of Thrift Supervision, Office of Chief Counsel (N1-483-98-1, 55 items, 41 temporary items). Records of the Office of Chief Counsel relating to such matters as litigation and investigation cases lacking in significance, requests for documents, the activities of thrift institutions, the management of institutions that are in receivership, and ethics programs. These files also include records from the General Counsel of the OTS predecessor agency Federal Home Loan Bank Board. Also included is a management information system used to track assignments within the Chief Counsel's Office as well as electronic copies of documents created using electronic mail and word processing. Proposed for permanent retention are record-keeping copies of such files as the Chief Counsel's correspondence, Chief Counsel policies and procedures, legislative history and legislative reference files, significant litigation and enforcement investigation cases, and enforcement actions.

19. Commission on the Advancement of Federal Law Enforcement, Agency-wide (N1-220-00-1, 4 items, 2 temporary items). Surveys and questionnaire responses completed by Federal law enforcement agencies selected by the Commission and electronic copies of records created using electronic mail and word processing. Files relating to Commission meetings, speeches, and Commission publications, including its final report, are proposed for permanent retention.

20. Panama Canal Commission, Agency-wide (N1-185-97-21, 15 items, 15 temporary items). Electronic and paper records used in the preparation, production, modification, tracking, and control of architectural and engineering drawings. Drawings of significant structures were previously approved for permanent retention.

21. United States Agency for International Development, Office of the Inspector General (N1-286-99-3, 4 items, 4 temporary items). Records relating to Office of Inspector General audits, audit recommendation followup activities, and subject files of the Office. Also included are electronic copies of documents created using electronic mail and word processing.

Dated: November 2, 1999.

**Michael J. Kurtz,**

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

[FR Doc. 99-29789 Filed 11-15-99; 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 January 3, 2000. 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, Employees' Compensation Appeals Board (N9-86-00-01, 4 items, 4 temporary items). Electronic copies of records created using electronic mail and word processing that relate to official dockets, docket appellant indexes and logs, general administrative files, and the annual digest and decisions of the Board, which is published by the Government Printing Office. This schedule follows Model 1 as described in the **SUPPLEMENTARY INFORMATION** section of this notice. Recordkeeping copies of these files are included in Disposition Job No. NC1-386-81-1.

Dated: November 8, 1999.

**Michael J. Kurtz,**

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

[FR Doc. 99-29862 Filed 11-15-99; 8:45 am]

BILLING CODE 7515-01-P

## NATIONAL CREDIT UNION ADMINISTRATION

### Sunshine Act Meetings

**TIME AND DATE:** 10 a.m., Thursday, November 18, 1999.

**PLACE** Board Room, 7th Floor, Room 7047, 1775 Duke Street, Alexandria, Virginia 22314-3428.

**STATUS:** Open.

#### MATTERS TO BE CONSIDERED:

1. Survey of Credit Unions' Service to Low-Income Members.