

agricultural association which employs any migrant or seasonal worker, make, keep, and preserve records for three years for each worker concerning the basis on which earnings are paid, the number of piece work units earned, if applicable, the number of hours worked, the total pay period earnings, the specific sums withheld and the purpose of each sum withheld, and the net pay. It is also required that an itemized written statement of this information be provided to each worker each pay period. The WH-501 (English) and WH-501S (Spanish) are optional forms which an employer may use for this purpose.

## 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 functions 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, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submissions of responses.

## III. Current Actions

The Department of Labor seeks the extension of this information collection in order to carry out its responsibility to determine compliance with applicable provisions of the Migrant and Seasonal Agricultural Worker Protection Act (MSPA). While use of the forms is optional, disclosure and maintenance of the information is required by MSPA.

*Type of Review:* Extension.

*Agency:* Employment Standards Administration.

*Title:* Wage Statement.

*OMB Number:* 1215-0148.

*Agency Number:* WH-501 and WH-501(S).

*Affected Public:* Farms; Businesses or other for-profit; individuals or households.

*Total Respondents:* 1.4 million.

*Frequency:* Recordkeeping; Third party disclosure, Reporting on occasion.

*Total Responses:* 34 million.

*Average Time per Response:* 1 minute.

*Estimated Total Burden Hours:* 566,667.

*Total Burden Cost (capital/startup):* \$0.

*Total Burden Cost (operating/maintenance):* \$0.

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

Dated: February 8, 2000.

**Margaret J. Sherrill,**

*Chief, Branch of Management Review and Internal Control, Division of Financial Management, Office of Management, Administration and Planning, Employment Standards Administration.*

[FR Doc. 00-3340 Filed 2-11-00; 8:45 am]

**BILLING CODE 4510-27-M**

## NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

### Open Meeting

**AGENCY:** National Commission on Libraries and Information Science.

*Matter to be considered:* Proposed Closure and Transfer of Functions of National Technical Information Service (NTIS)

*Summary:* In fulfillment of its statutory mandate to advise the President and the Congress on national and international library and information policies and plans, the Commission has been studying the proposal made in August 1999 by Secretary of Commerce William Daley to close the National Technical Information Service (NTIS) and transfer its collections, functions, services, and assets to the Library of Congress. The Commission has convened two meetings of interested parties for the purpose of allowing them to comment and to offer recommendations. More than 75 major stakeholders representing federal agencies, libraries and the private sector participated in the earlier meetings resulting in narrowing the number of options being considered for the future of NTIS.

In an effort to ensure that all interested parties have the opportunity to be heard, NCLIS is scheduling one additional meeting to review a draft of the Commission's findings. The Commission will then review all comments, before making its final recommendation to Congress and the Administration.

*Date and Time:* Tuesday, February 29, 2000 at 9:00 a.m. until 3:00 p.m.

*Place:* 253 Russell Senate Office Building.

Letters to legislators and NCLIS testimony before the Senate Subcommittee on Science, Technology and Space, Committee on Commerce, Science and Transportation as well as comments, reports and summaries of the earlier meetings can be viewed on the NCLIS web site at <http://www.nclis.gov/info/ntis/ntis.html>. Anyone wishing to make comments on the deliberations or to present statements may contact Woody Horton at (202) 606-9200 or through e-mail at [whorton@nclis.gov](mailto:whorton@nclis.gov) no later than 10:00 a.m. February 25, 2000. All comments received will be made publicly available on the NCLIS website.

To make special arrangements for physically challenged persons, contact Barbara Whiteleather (202) 606-9200.

Dated: February 9, 2000.

**Robert S. Willard,**

*Executive Director, NCLIS.*

[FR Doc. 00-3364 Filed 2-11-00; 8:45 am]

**BILLING CODE 7527-01-M**

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules; Availability and Request for Comments

**AGENCY:** National Archives and Records Administration (NARA).

**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 March

30, 2000. 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 Logistics Agency (N1-361-99-3, 3 items, 2 temporary items). Electronic copies of documents created using electronic mail and word processing that are associated with materials accumulated by agency historians or used for historical purposes. Recordkeeping copies of these files are proposed for permanent retention.

2. Department of Defense, National Imagery and Mapping Agency (N1-537-99-2, 52 items, 52 temporary items). Paper and electronic records relating to research and development in the systems/technology area, including electronic copies of documents created using electronic mail and word processing. Records relate to such subjects as preparation of budgets, project administration, evaluations of unsolicited proposals, systems engineering, testing, and computer support. This schedule does not include such records as overall program management and policy files, design drawings, concept papers and other documents concerning intelligence and geospatial extraction projects, and audiovisual records, which will be scheduled separately.

3. Department of Defense, Office of the Inspector General (N1-509-00-4, 9 items, 9 temporary items). Records relating to inspection procedures and administration and to inspection concept development, including electronic copies of documents created using electronic mail and word processing. Records documenting

approved inspection concepts are to be transferred to separate inspections case files, which were previously approved for permanent retention.

4. Department of Energy, National Renewable Energy Laboratory (N1-434-99-4, 6 items, 6 temporary items). Records relating to legal matters. Included are attorney working files, records relating to standards of conduct and intellectual property, and electronic copies of documents created using electronic mail and word processing.

5. Department of Health and Human Services, National Institutes of Health (N1-443-00-3, 28 items, 27 temporary items). Patient and other medical records relating to the operation of the Clinical Center, including electronic copies of documents created using electronic mail and word processing. Records relate to such matters as the collection and disbursement of funds donated to meet emergency needs of patients, blood collection and testing, laboratory findings, diagnostic radiology, transfusion services, the use of student volunteers, and medical treatment provided patients. Clinical Center protocol files, documenting approved proposals for the use of human subjects in research and related activities, are proposed for permanent retention.

6. Department of Justice, Office of the Inspector General (N1-60-99-11, 7 items, 5 temporary items). Records relating to audits, inspections, and investigations consisting of reports, correspondence, memoranda, and supporting work papers, including electronic copies of documents created using electronic mail and word processing. Recordkeeping copies of final reports of audits and inspections are proposed for permanent retention. Record-keeping copies of historically significant investigation case files were previously approved for permanent retention.

7. Department of Labor, Bureau of Labor Statistics (N1-257-00-2, 5 items, 5 temporary items). Paper and electronic records relating to international price programs consisting of company information, importing and exporting data, and information on pricing. This schedule reduces the retention period for paper files, which were previously approved for disposal.

8. Department of Labor, Employment Standards Administration (N1-317-99-1, 16 items, 12 temporary items). Labor organization reports and related correspondence, investigative case files, and electronic and paper records associated with the Labor Organization Reporting System (LORS), a database which contains information extracted

from labor organization reports. Also included are electronic copies of documents created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of historically significant investigative case files and LORS data in CD-ROM format, with related documentation. Paper copies of labor organization reports and related correspondence were previously approved for disposal.

9. Department of Labor, Mine Safety and Health Administration (N1-433-00-1, 37 items, 34 temporary items). Records relating to agency directives and other issuances. Included are issuances that pertain to administrative management, bulletins that provide information of interest to agency employees, and files relating to the preparation of issuances. Electronic copies of documents created using electronic mail and word processing also are included. Recordkeeping copies of manuals, handbooks, and other issuances that pertain to agency organization, policies, and procedures are proposed for permanent retention.

10. Department of the Navy, United States Marine Corps (N1-NU-00-1, 7 items, 7 temporary items). Field supply comprehensive analysis records and related logistics reports as well as environmental protection records relating to lead and copper control. Records include critiques, background information, and findings regarding supply problems, reports on logistical difficulties, and reports and related records on the control of lead and copper in water systems. Also proposed for disposal are electronic copies of documents created using electronic mail and word processing.

11. Department of Transportation, Surface Transportation Board (N1-134-99-3, 1 item, 1 temporary item). Official tariff files relating to the rates and practices of carriers regarding the transportation of property and passengers. This schedule reduces the retention period of the records, which were previously approved for disposal.

12. Environmental Protection Agency, Office of Research and Development (N1-412-97-4, 6 items, 5 temporary items). Applications and related records pertaining to the use of alternate test procedures for monitoring water and air pollutants. Proposed for permanent retention are records relating to approved alternate test procedures for monitoring radioactive materials.

13. Environmental Protection Agency, Agency-wide (N1-412-00-4, 4 items, 4 temporary items). Records associated with the Grants Information and Control System (GICS), including software

programs, electronic data, ad hoc and monthly reports, and supporting documentation. GICS is a tracking system for financial, administrative, and project data for grants, interagency agreements, and cooperative agreements.

14. Federal Energy Regulatory Commission, Office of Electric Power Regulation (N1-138-99-7, 3 items, 3 temporary items). Transmission Planning and Evaluation Reports, which are submitted annually by transmitting utilities that own or operate integrated transmission facilities at or above 100 kilovolts. Reports relate to transmission planning, constraints, and available transmission capacity. Also included are electronic copies of documents created using electronic mail and word processing.

15. Federal Energy Regulatory Commission, Office of the Chief Information Officer (N1-138-98-12, 6 items, 6 temporary items). Records associated with the Publications and Correspondence Tracking System (PACTS), an automated system used to track the status of requests for information from the Commission's public reference room. Included are such records as the PACTS electronic database, reports generated from the database, and systems documentation.

16. Office of Management and Budget, Cost Accounting Standards Board (N1-51-00-1, 1 item, 1 temporary item). Accounting disclosure statements accumulated during the period 1968 to 1980. Statements, which were submitted by contractors performing work for the Department of Defense, the Department of Energy, and the National Aeronautics and Space Administration, include information on annual total sales to the government and the allocation of expenses.

17. Social Security Administration (N1-47-00-1, 47 items, 33 temporary items). Older records accumulated by various agency administrative and program offices, primarily during the period 1935 to 1945, that relate to such matters as accounting, personnel management, grants, information services, and disability insurance. Included are such records as blank survey forms, press clippings, quarterly workload reports, working papers and survey files used to prepare reports, closed state grant-in-aid reports and audits, ledgers of expenditures for grant-in-aid programs, grant docket files, subject files relating to hospital facilities, personnel subject files, and time and attendance files. Records proposed for permanent retention, which span the period 1935 to 1966, include correspondence, subject files,

reports, and related program records of the Bureau of Public Assistance, the Social Security Board Information Services unit, the Office of Program Operations, the Office of Federal-State Relations, the Office of Research and Statistics, and the Office of the Actuary.

18. Tennessee Valley Authority, Engineering Services (N1-142-97-12, 17 items, 17 temporary items). Meteorological and precipitation data used to provide raw data for reports on precipitation in the Tennessee River Basin issued monthly and annually. Records include rain gauge recorder charts, observer reports and weather summaries, visibility data charts and reports, and records relating to equipment validation.

19. District Courts of the United States, All District Courts (N1-21-00-2, 1 item, 1 temporary item). Subpoenas that were issued for persons outside of a court's district. Such subpoenas are no longer accumulated by District Courts.

20. District Courts of the United States, U.S. District Court for the District of Columbia (N1-21-99-1, 10 items, 6 temporary items). Older records dating from approximately 1899 to 1970 relating to hospital liens, mechanic liens, attorney grievances, appearance bonds, notaries, and applications from ministers seeking authority to perform marriages. Case files relating to persons committed to mental health facilities, adoptions, and guardianship are proposed for permanent retention.

Dated: February 24, 2000.

**Michael J. Kurtz,**

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

[FR Doc. 00-3341 Filed 2-11-00; 8:45 am]

**BILLING CODE 7515-01-P**

## **NATIONAL SCIENCE FOUNDATION**

### **Interagency Arctic Research Policy Committee; Meeting**

The National Science Foundation announces the following meeting:

*Name:* Arctic Research Policy Committee (IARPC).

*Date and Time:* Wednesday, March 8, 2000, 2:00-4:00 pm.

*Place:* National Science Foundation, Room 375, 4201 Wilson Blvd., Arlington, VA.

*Type of Meeting:* Closed. The meeting is closed to the public because future fiscal year budget and policy issues will be discussed.

*Contact Person:* Charles E. Myers, Office of Polar Programs, Room 755, National Science Foundation, Arlington, VA 22230, Telephone: (703) 306-1029.

*Purpose of Committee:* The Interagency Arctic Research Policy Committee was established by Public Law 98-373, the Arctic Research and Policy Act, to help set priorities