

graduation, withdrawal, transfer, or death of the student, then destroyed.

*Daily attendance register files:* Destroyed after reviewing attendance registers for the next school year.

*Elementary school academic records files:* When a student transfers to another school, this file is forwarded by mail to officials of the receiving school on request in accordance with current regulations, or destroyed at the school five years after graduation, withdrawal, or death of the student.

*Elementary school report card files:* Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and similar or related documents.

*Elementary school teacher class register files:* Destroyed at the school concerned after five years.

*Elementary school student files:*

1. When a student transfers to another school, the reading and health records are released to the parent/guardian for hand-carrying to the receiving school.

2. Remaining documents pertaining to the students are forwarded by mail to the officials of the receiving school or the parent/guardian on request in accordance with current regulations; if not requested, documents are destroyed at the school concerned one year after graduation, withdrawal, or death of the student.

*Special Education files:* Records pertaining to tests and evaluations of students and documentation of individual needs for special education programs. Included is follow-on correspondence and case files relating to mediation and hearings. Records are cut-off after final decision and retired to Washington National Records Center (WNRC) after 5 years. When 20 years old, the records are destroyed.

*Secondary school absentee files:* Destroyed at the school after one year.

*Secondary school academic record files (high school transcript):*

1. Permanent file.

2. When a student transfers to another DoD dependents school, this file (transcript) is forwarded by mail to officials of the receiving school on request.

3. When a student transfers to a non-DoD school, a copy of the transcript is forwarded to the receiving school on request in accordance with current regulations.

4. Files not forwarded to another DoD school are retained at the school concerned for four years, the area office for one year and then retired to the Educational Testing Service (or East Point FARC if in the Panama region) for an additional sixty years.

*Secondary school report card files:*

Released to parents of students or student (if over eighteen years of age) at the end of the school year or on transfer of student.

*Secondary school teacher class register files:* Retained at the school concerned for five years and then destroyed.

*Secondary school class reporting files:* Destroyed at the school after one year.

*Credit transfer certification files:* Destroyed at the school after one year.

*Secondary school student files:*

1. Retained at the school concerned for two years after graduation, withdrawal or death of the student.

2. When a student transfers to another school: a. A copy of the record may be released to the parents or student (if over eighteen years of age) for hand-carrying to the receiving school. b. An official copy of the record will be forwarded to the receiving school in accordance with current regulations upon request. (The original record is retained at the school.)

*College absentee files:* Destroyed at the school after one year.

*College academic record files (college transcripts):*

1. Permanent file.

2. When a student transfers to another college or university, this file (transcript) is forwarded by mail to officials of the receiving school upon receipt of an authorized request.

3. Original files (transcripts) are retained at the college for ten years then retired to East Point FARC.

*College report card files:* Released to student at the end of the semester or school year, or on transfer of student.

*College teacher class register files:* Retained at the school for five years and then destroyed.

*College class reporting files:* Destroyed at the school after one year.

*Credit transfer certificate files:* Destroyed at the school after one year.

*College student files:*

1. Retained at the college for two years.

2. When a student transfers to another college: An official copy of the record will be forwarded to the receiving school upon request pending receipt of authorized request. (The original record is retained at the college.)

Automated records are retained for the same period as paper records.

#### SYSTEM MANAGER(S) AND ADDRESS:

Chief, Management Employee Relations Branch, Personnel Division, Department of Defense Dependents Schools, 4040 North Fairfax Drive, Arlington, VA 22203-1634.

#### NOTIFICATION PROCEDURE:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Privacy Act Officer, Department of Defense Dependents Schools, 4040 North Fairfax Drive, Arlington, VA 22203-1635.

Written requests for information should contain the full name and address of the individual, and must be signed.

#### RECORD ACCESS PROCEDURES:

Individuals seeking to access information about themselves contained in this system should address written inquiries to the Privacy Act Officer, Department of Defense Dependents Schools, 4040 North Fairfax Drive, Arlington, VA 22203-1635.

Parents or legal guardians of a student may be given access to the student's academic records, disciplinary files, and other student information without regard to who has custody of the child, unless the divorce decree or court-approved parenting plan states that such access should be denied or indicates that the non-custodial parent is denied access to the child.

Written requests for information should contain the full name and address of the individual, and must be signed.

#### CONTESTING RECORD PROCEDURES:

The OSD rules for accessing records, for contesting contents and appealing initial agency determinations are published in OSD Administrative Instruction 81; 32 CFR part 311; or may be obtained from the system manager.

#### RECORD SOURCE CATEGORIES:

Information is obtained from the individuals concerned and their parents/guardians, teachers and school administrators.

#### EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.

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BILLING CODE 5000-04-F

## DEPARTMENT OF DEFENSE

### Office of the Secretary

#### Revised Non-Foreign Overseas Per Diem Rates

**AGENCY:** DoD, Per Diem, Travel and Transportation Allowance Committee.

**ACTION:** Notice of Revised Non-Foreign Overseas Per Diem Rates.

**SUMMARY:** The Per Diem, Travel and Transportation Allowance Committee is

publishing Civilian Personnel Per Diem Bulletin Number 195. This bulletin lists revisions in per diem rates prescribed for U.S. Government employees for official travel in Alaska, Hawaii, Puerto Rico, the Northern Mariana Islands and Possessions of the United States. Bulletin Number 195 is being published in the Federal Register to assure that travelers are paid per diem at the most current rates.

**EFFECTIVE DATE:** July 1, 1997.

**SUPPLEMENTARY INFORMATION:** This document gives notice of revisions in per diem rates prescribed by the Per Diem Travel and Transportation Allowance Committee for non-foreign areas outside the continental United States. It supersedes Civilian Personnel Per Diem Bulletin Number 194. Distribution of Civilian Personnel Per Diem Bulletins by mail was

discontinued. Per Diem Bulletins published periodically in the **Federal Register** now constitute the only notification of revisions in per diem rates to agencies and establishments outside the Department of Defense. For more information or questions about per diem rates, please contact your local travel office. The text of the Bulletin follows:

**BILLING CODE 5000-04-M**

Maximum Per Diem Rates for official travel in Alaska, Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands and Possessions of the United States by Federal government civilian employees.

LOCALITY	MAXIMUM LODGING AMOUNT (A)	+	M&IE RATE (B)	=	MAXIMUM PER DIEM RATE (C)	EFFECTIVE DATE
ALASKA:						
ANCHORAGE						
05/01 -- 09/30	147		66		213	02/01/97
10/01 -- 04/30	81		60		141	02/01/97
ANCHORAGE NAVAL RESERVE CENTER						
05/01 -- 09/30	147		66		213	02/01/97
10/01 -- 04/30	81		60		141	02/01/97
BARROW	110		76		186	03/01/96
BETHEL	93		61		154	02/01/97
CORDOVA	74		72		146	02/01/97
CRAIG						
05/01 -- 08/31	95		66		161	05/01/97
09/01 -- 04/30	79		64		143	05/01/97
DELTA JUNCTION	75		64		139	02/01/97
DUTCH HARBOR-UNALASKA	110		75		185	02/01/97
EARECKSON AIR STATION	75		60		135	02/01/97
EIELSON AFB						
05/16 -- 09/14	121		60		181	02/01/97
09/15 -- 05/15	75		55		130	02/01/97
ELMENDORF AFB						
05/01 -- 09/30	147		66		213	02/01/97
10/01 -- 04/30	81		60		141	02/01/97
FAIRBANKS						
05/16 -- 09/14	121		60		181	02/01/97
09/15 -- 05/15	75		55		130	02/01/97
FT. GREELY	75		64		139	02/01/97
FT. RICHARDSON						
05/01 -- 09/30	147		66		213	02/01/97
10/01 -- 04/30	81		60		141	02/01/97
FT. WAINWRIGHT						
05/16 -- 09/14	121		60		181	02/01/97
09/15 -- 05/15	75		55		130	02/01/97
HOMER						
05/01 -- 09/30	116		64		180	02/01/97
10/01 -- 04/30	90		61		151	02/01/97
JUNEAU	89		79		168	02/01/97
KENAI-SOLDOTNA						
05/01 -- 09/30	94		61		155	02/01/97
10/01 -- 04/30	74		59		133	02/01/97

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LOCALITY	MAXIMUM LODGING AMOUNT		M&IE RATE		MAXIMUM PER DIEM RATE	EFFECTIVE DATE
	(A)	+	(B)	=	(C)	
KETCHIKAN						
05/01 -- 09/30	99		77		176	02/01/97
10/01 -- 04/30	83		75		158	02/01/97
KING COVE	85		69		154	03/01/96
KING SALMON	77		68		145	03/01/96
KLAWOCK						
05/01 -- 08/31	95		66		161	05/01/97
09/01 -- 04/30	79		64		143	05/01/97
KODIAK	88		72		160	02/01/97
KOTZEBUE						
05/16 -- 09/15	101		81		182	04/01/97
09/16 -- 05/15	90		80		170	04/01/97
KULIS AGS						
05/01 -- 09/30	147		66		213	02/01/97
10/01 -- 04/30	81		60		141	02/01/97
MURPHY DOME						
05/16 -- 09/14	121		60		181	02/01/97
09/15 -- 05/15	75		55		130	02/01/97
NOME	93		76		169	02/01/97
PETERSBURG	82		58		140	02/01/97
SEWARD						
05/01 -- 09/15	114		74		188	02/01/97
09/16 -- 04/30	78		71		149	02/01/97
SITKA-MT. EDGECOMBE						
04/01 -- 10/31	97		63		160	02/01/97
11/01 -- 03/31	86		62		148	02/01/97
SKAGWAY						
05/01 -- 09/30	99		77		176	02/01/97
10/01 -- 04/30	83		75		158	02/01/97
SPRUCE CAPE	88		72		160	02/01/97
TANANA	93		76		169	02/01/97
VALDEZ						
05/15 -- 09/15	105		65		170	02/01/97
09/16 -- 05/14	84		64		148	02/01/97
WASILLA	89		65		154	02/01/97
WRANGELL						
05/01 -- 09/30	99		77		176	02/01/97
10/01 -- 04/30	83		75		158	02/01/97
[OTHER]	75		60		135	02/01/97
AMERICAN SAMOA:						
AMERICAN SAMOA	73		53		126	03/01/97

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LOCALITY	MAXIMUM LODGING AMOUNT (A)	+	M&IE RATE (B)	=	MAXIMUM PER DIEM RATE (C)	EFFECTIVE DATE
GUAM:						
GUAM (INCL ALL MIL INSTAL)	185		90		275	05/01/97
HAWAII:						
CAMP H M SMITH	110		61		171	07/01/97
EASTPAC NAVAL COMP TELE AREA	110		61		171	07/01/97
FT. DERUSSEY	110		61		171	07/01/97
FT. SHAFTER	110		61		171	07/01/97
HICKAM AFB	110		61		171	07/01/97
HONOLULU NAV & MC RESERVE CTR	110		61		171	07/01/97
ISLE OF HAWAII: HILO	76		55		131	07/01/97
ISLE OF HAWAII: OTHER						
04/01 -- 12/18	137		53		190	07/01/97
12/19 -- 03/31	150		54		204	07/01/97
ISLE OF KAUAI						
05/01 -- 11/30	109		71		180	07/01/97
12/01 -- 04/30	133		73		206	07/01/97
ISLE OF KURE	60		41		101	07/01/97
ISLE OF MAUI						
04/16 -- 12/14	100		58		158	07/01/97
12/15 -- 04/15	113		59		172	07/01/97
ISLE OF OAHU	110		61		171	07/01/97
KANEOHE BAY MC BASE	110		61		171	07/01/97
KEKAHA PACIFIC MISSILE RANGE FAC						
05/01 -- 11/30	109		71		180	07/01/97
12/01 -- 04/30	133		73		206	07/01/97
KILAUEA MILITARY CAMP	76		55		131	07/01/97
LULUALEI NAVAL MAGAZINE	110		61		171	07/01/97
NAS BARBERS POINT	110		61		171	07/01/97
PEARL HARBOR AFLOAT TNG GRP, MIDDLE	110		61		171	07/01/97
PEARL HARBOR NAVAL COMPLEX	110		61		171	07/01/97
PEARL HARBOR NAVAL SUBMARINE BASE	110		61		171	07/01/97
PEARL HARBOR NAVY PUBLIC WORKS CTR	110		61		171	07/01/97
SCHOFIELD BARRACKS	110		61		171	07/01/97
WHEELER ARMY AIRFIELD	110		61		171	07/01/97
[OTHER]	79		62		141	06/01/93
JOHNSTON ATOLL:						
JOHNSTON ATOLL	13		9		22	07/01/97

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LOCALITY	MAXIMUM LODGING AMOUNT	M&IE RATE	MAXIMUM PER DIEM RATE	EFFECTIVE DATE
	(A) +	(B) =	(C)	
MIDWAY ISLANDS:				
MIDWAY ISLAND NAVAL AIR FACILITY	60	41	101	07/01/97
MIDWAY ISLANDS	60	41	101	07/01/97
NORTHERN MARIANA ISLANDS:				
ROTA	105	71	176	05/01/97
SAIPAN	170	78	248	05/01/97
[OTHER]	61	53	114	05/01/97
PUERTO RICO:				
BAYAMON				
05/01 -- 12/14	102	60	162	10/01/96
12/15 -- 04/30	130	63	193	10/01/96
CAROLINA				
05/01 -- 12/14	102	60	162	10/01/96
12/15 -- 04/30	130	63	193	10/01/96
DORADO				
04/01 -- 12/21	164	83	247	10/01/96
12/22 -- 03/31	300	96	396	10/01/96
FAJARDO [INCL CEIBA, LUQUILLO & HUMACAO]				
05/01 -- 11/23	70	64	134	10/01/96
11/24 -- 04/30	114	68	182	10/01/96
FT. BUCHANAN [INCL GSA SVC CTR, GUAYNABO]				
05/01 -- 12/14	102	60	162	10/01/96
12/15 -- 04/30	130	63	193	10/01/96
LUIS MUNOZ MARIN IAP AGS				
05/01 -- 12/14	102	60	162	10/01/96
12/15 -- 04/30	130	63	193	10/01/96
MAYAGUEZ	90	58	148	02/01/97
PONCE	107	58	165	10/01/96
ROOSEVELT ROADS				
05/01 -- 11/23	70	64	134	10/01/96
11/24 -- 04/30	114	68	182	10/01/96
ROOSEVELT ROADS NAS 2/				
05/01 -- 11/23	70	64	134	10/01/96
11/24 -- 04/30	114	68	182	10/01/96
SABANA SECA				
05/01 -- 12/14	102	60	162	10/01/96
12/15 -- 04/30	130	63	193	10/01/96
SABANA SECA US NAVAL SEC GRP ACT				
05/01 -- 12/14	102	60	162	10/01/96
12/15 -- 04/30	130	63	193	10/01/96

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LOCALITY	MAXIMUM LODGING AMOUNT		M&IE RATE	MAXIMUM PER DIEM RATE	EFFECTIVE DATE
	(A)	+	(B)	=	(C)
<b>SAN JUAN</b>					
05/01 -- 12/14	102		60	162	10/01/96
12/15 -- 04/30	130		63	193	10/01/96
<b>SAN JUAN US NAVAL RESERVE STATION</b>					
05/01 -- 12/14	102		60	162	10/01/96
12/15 -- 04/30	130		63	193	10/01/96
[OTHER]	70		50	120	10/01/96
<b>VIRGIN ISLANDS (U.S.):</b>					
<b>ST. CROIX</b>					
04/15 -- 12/14	109		80	189	07/01/97
12/15 -- 04/14	129		82	211	07/01/97
<b>ST. JOHN</b>					
06/01 -- 12/15	228		79	307	07/01/97
12/16 -- 05/31	344		91	435	07/01/97
<b>ST. THOMAS</b>					
04/15 -- 12/18	215		76	291	07/01/97
12/19 -- 04/14	322		87	409	07/01/97
<b>WAKE ISLAND:</b>					
WAKE ISLAND	40		35	75	10/01/96

Dated: May 6, 1997.

**L.M. Bynum,**

*Alternate OSD Federal Register, Liaison  
Officer, Department of Defense.*

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