

E Street, SW, Program Review Center (PRC), Room 9H40, Washington, DC 20546.

FOR FURTHER INFORMATION CONTACT: Dr. Frank M. Sulzman, Code UL, National Aeronautics and Space Administration, Washington, DC 20546, 202/358-0220.

SUPPLEMENTARY INFORMATION: The meeting will be open to the public up to the seating capacity of the room. The agenda for the meeting is as follows:

- Action Status
- Update: Office of Life & Microgravity Sciences and Applications, Life Sciences Division
- Report of Ad Hoc Panel to Evaluate Peer Review
- Human Research Facility Update
- Biological Research Facility Update
- Performance Evaluation Overview
- Discussion of Committee Findings and Recommendations
- Subcommittee Report Review

It is imperative that the meeting be held on this date to accommodate the scheduling priorities of the key participants. Visitors will be requested to sign a visitor's register.

Dated: September 21, 1998.

Matthew M. Crouch,
*Advisory Committee Management Officer,
National Aeronautics and Space
Administration.*

[FR Doc. 98-27092 Filed 10-8-98; 8:45 am]

BILLING CODE 7510-01-M

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Changes to the General Records Schedules; Request for Comments

AGENCY: National Archives and Records Administration, Office of Records Services—Washington, DC.

ACTION: Notice.

SUMMARY: This notice contains the proposed changes to the General Records Schedules which are issued by NARA to provide mandatory disposal authorities for temporary administrative records common to several or all Federal agencies (44 U.S.C. 3303a(d)). NARA is departing from its normal practice of publishing notice of availability of records schedules in this instance in order to accelerate the review process. This notice includes the rationale for the proposed changes, analogous to an appraisal report, as well as the full text of the proposed schedule. The rationale is based on Appendix D of the Electronic Records Work Group report to the Archivist of the United States. (The entire draft report,

including Appendix D, was published in the **Federal Register** for comment on July 21; the final report is available on the NARA web site at <<http://www.nara.gov/records/grs20>>.)

Consequently, this notice provides all available information for interested parties who may wish to comment.

DATES: Comments on these proposed changes must be received on or before November 9, 1998.

ADDRESSES: Comments may be sent electronically to the e-mail address <records.mgt@arch2.nara.gov>. If attachments are sent, please transmit them in ASCII, WordPerfect 5.1/5.2, or MS Word 6.0. Comments may also be submitted by mail to the Life Cycle Management Division (NWML), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, or by FAX to 301-713-6852 (attn: Marc Wolfe). In order for comments to be considered, the NARA registration number for this schedule—N1-GRS-98-3—must be included in a subject line or otherwise prominently stated.

FOR FURTHER INFORMATION CONTACT: Michael L. Miller, Director, Modern Records Programs (NWM), 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 millions of records on paper, film, magnetic tape, and other media. No Federal records are authorized for destruction without the approval of the Archivist of the United States. Two mechanisms are used to provide that approval—agency schedules and General Records Schedules. Agencies develop and submit to NARA for approval schedules for the records that are unique to the agency. Once approved by the Archivist, the agencies may apply the approved disposition authorities to the records for as long as they remain unchanged. To reduce the effort required of agencies in scheduling all their records, the National Archives and Records Administration issues General Records Schedules to provide disposal authorities for temporary administrative records that are common to several or all agencies.

This proposed schedule contains a new item to be added to General Records Schedules 1-16, 18, and 23, to authorize disposal of source records, regardless of physical format, used to generate the administrative records described elsewhere in those general schedules. The records generated from the source records are maintained in

agency files or other recordkeeping systems.

The proposed change to the GRS was developed by the Electronic Records Work Group, an interagency group established by the Archivist of the United States in November 1997 to address electronic records disposition issues, including a revision of GRS 20, Electronic Records. The proposed new item is limited to the source records for the administrative records described in GRS 1-16, 18, and 23.

On July 21, 1998, NARA published a notice containing the entire text of the draft Work Group report in the **Federal Register** (63 FR 39195) and invited the public to submit comments within the next 30 days. The proposed changes to GRS 1-16, 18, and 23 were contained in Appendix D of the draft report.

Three Federal agencies and one public interest group commented on the substance of the proposed changes to the GRS 1-16, 18, and 23. One professional group found unclear language in the proposed change to the Introduction to the General Records Schedules. One of the Federal agencies found the description of the new item unclear; another suggested that the disposition instruction for the new item should refer to the EFOIA; and a third suggested that the disposition instruction be modified to provide that the electronic source record cannot be kept longer than the recordkeeping copy. The public interest group commented that the publication of the schedule (N1-GRS-98-3) as part of the appendix to the Work Group report did not comply with the Federal Records Act requirement for public comments on schedules. The public interest group also found the disposition instruction for the new item to be out of compliance with the Federal Records Act requirement that disposition instructions provide for disposal after a specified period of time.

In its final report to the Archivist, the Work Group made no change to the description of the proposed new GRS item, as the only respondent who found it unclear did not suggest alternative language. However, the Work Group did modify the proposed language of the Introduction to the General Records Schedules. In response to the comment from the public interest group, the second sentence from the proposed disposition instruction for the new GRS item was deleted, which rendered the suggestions made by the two Federal agencies moot.

In addition to comments on the proposed changes to the GRS, several respondents to the **Federal Register** notice requesting comments on the

Electronic Records Work Group draft report suggested clarification in the supporting documentation in Appendix D. In response to these comments, the Work Group made several editorial clarifications in Appendix D.

The Archivist of the United States has accepted the Work Group's recommendations for changing the GRS, with one modification. NARA did not adopt the term "electronic source records" for the new GRS item as proposed by the Work Group. The following schedule is NARA's proposal for modifying General Records Schedules 1-16, 18, and 23 to add an item covering source records.

Records Schedule N1-GRS-98-3

New Item to be Added to GRS 1-16, 18, And 23

Records Maintained Apart From a Recordkeeping System

Records, including electronic records, used to generate the records covered by the other items in this schedule which cover the records in an agency recordkeeping system. Includes records in all formats/media that are used as sources for the creation of the record maintained in a recordkeeping system, such as electronic records that remain on office automation systems after the record for the recordkeeping system has been produced.

Destroy/delete after the recordkeeping copy has been produced.

This item will be added to the General Records Schedules as indicated below:

1. GRS 1, Civilian Personnel Records, item 42
2. GRS 2, Payrolling and Pay Administration Records, item 31
3. GRS 3, Procurement, Supply, and Grant Records, item 18
4. GRS 4, Property Disposal Records, item 5
5. GRS 5, Budget Preparation, Presentation, and Apportionment Records, item 5
6. GRS 6, Accountable Officers' Accounts Records, item 12
7. GRS 7, Expenditure Accounting Records, item 5
8. GRS 8, Stores, Plant, and Cost Accounting Records, item 8
9. GRS 9, Travel and Transportation Records, item 6
10. GRS 10, Motor Vehicle Maintenance and Operation Records, item 8
11. GRS 11, Space and Maintenance Records, item 6
12. GRS 12, Communications Records, item 9
13. GRS 13, Printing, Binding, Duplication, and Distribution Records, item 7
14. GRS 14, Information Services Records, item 37

15. GRS 15, Housing Records, item 8
16. GRS 16, Administrative Management Records, item 15
17. GRS 18, Security and Protective Services Records, item 30
18. GRS 23, Records Common to Most Offices Within Agencies, item 10

In addition the following changes will be made to narrative sections of the GRS:

General Introduction to the GRS

Replace

"As provided in GRS 20, Electronic Records, the disposal instructions for most records in the remaining schedules are applicable to both hard copy and electronic versions of the records described. GRS 20 specifies several exceptions to this authority. In those cases, the electronic version of the file must be scheduled by submission of an SF 115 to NARA."

With

"The disposition authorities in GRS 1-16, 18, and 23, apply to records that contain the information described in the items in the schedule, regardless of the recording medium used to create or store the records. The specified retention periods apply to the records described in each item which are maintained in a recordkeeping system, regardless of the physical medium used to maintain the records. In addition, an item in each of those schedules provides authority for agencies to destroy/delete source records after a record has been produced for inclusion in the appropriate recordkeeping system."

New Paragraph to be Added to the Introductions to GRS 1-16, 18, and 23

"A new item has been added to this schedule to authorize the destruction of source records, regardless of physical format, that are maintained in addition to the record in an agency recordkeeping system. This item covers records that are used to create the recordkeeping copy, e.g., the electronic record that remains on electronic mail and word processing system after a record has been produced for inclusion in a recordkeeping system."

Rationale for Proposed Changes to the GRS

The following appraisal report for N1-GRS-98-3 is based on the Electronic Records Work Group report to the Archivist of the United States. Please note that NARA has not adopted the term "electronic source records" proposed by the Work Group; that term is limited to the electronic copies of records formerly covered by GRS 20,

items 13, 14, and 15, and the new GRS items cover a broader range of records.

Background

In the 1995 edition of the General Records Schedules, GRS 20, items 13, 14 and 15, authorized the deletion of electronic copies that remained on electronic mail and word processing systems after a record was produced for inclusion in a recordkeeping system. The disposition of the recordkeeping system would be governed by a separate GRS or agency schedule item. This authority was challenged in a court suit on the basis that the GRS cannot provide Government-wide authorization for destruction of electronic mail messages and word processing records that qualified as program records. Subsequently, the Archivist has determined as a matter of policy that the GRS will be limited to common administrative records, and he charged the Electronic Records Work Group to develop guidance to distinguish between administrative and program records. The Work Group did so in Appendix D of its report to the Archivist.

Program records are those records created by each Federal agency in performing the unique functions that stem from the distinctive mission of the agency. The agency's mission is defined in enabling legislation and further delineated in formal regulations.

Administrative records are those records created by several or all Federal agencies in performing common facilitative functions that support the agency's mission activities, but do not directly document the performance of mission functions. Administrative records relate to activities such as budget and finance, human resources, equipment and supplies, facilities, public and congressional relations, and contracting.

Discussion

The General Records Schedules (GRS) issued by the National Archives and Records Administration (NARA) in accordance with 36 CFR 1228.40 apply to certain administrative records created by several or all agencies. Their purpose and maintenance requirements are generally standard from agency to agency. The GRS provide mandatory disposition authority for those records, unless an agency requests and receives an exception from NARA.

All program records and administrative records not covered by a GRS must be scheduled by the creating agency. Examples of administrative records not covered by the GRS may include records that supplement the

records covered by the GRS, records that may be organized or maintained in a way that make application of the GRS inappropriate, or records where the content or organization of the files may vary significantly from agency to agency, such as records relating to the selection of political appointees (see NARA Bulletin 95-6).

This schedule adds a new item to GRS 1-16, 18, and 23, to authorize disposal of the source records used to produce records maintained in those GRS recordkeeping systems, *after* a recordkeeping copy has been produced. These source records will include electronic copies generated using electronic mail, word processing, and other office automation systems. This authority is needed because the electronic copy that remains on the office automation system is a record, in addition to the record in the recordkeeping system.

This new item is appropriate for inclusion in the revised GRS because the GRS only will apply to administrative records. This new item is recommended because, unlike unique agency program records, NARA believes that the electronic copies of records covered by the GRS have insufficient value for continued retention once the recordkeeping copies are produced. (This authority would not be added to GRS 17 and 21 because they cover cartographic, architectural, and audiovisual records. Even though such nontextual records may be generated in digital format, NARA needs to conduct further study before determining whether disposition authorities for electronic copies should be added to these two GRS. GRS 19, Research and Development Records, was withdrawn in a previous edition of the GRS, and NARA has decided to withdraw GRS 22, Inspector General Records, in the next edition.)

The new item would align the disposition authority for electronic copies and other source records with records documenting a specific administrative function, as opposed to providing one GRS authority across functional areas, as was done in the 1995 edition of GRS 20. It will provide authority for deletion of the source records, including those that are maintained on office automation applications apart from an agency recordkeeping system. The new item will be applicable to source records in all physical formats that the agency does not maintain in a recordkeeping system. However, the item will authorize deletion of source records maintained apart from the recordkeeping system only *after* a recordkeeping copy is

produced. The item will not apply to the records in a recordkeeping system.

Dated: October 7, 1998.

Michael J. Kurtz,

Assistant Archivist for Records Services—Washington, DC.

[FR Doc. 98-27358 Filed 10-8-98; 8:45 am]

BILLING CODE 7515-01-P

NATIONAL LABOR RELATIONS BOARD

Sunshine Act Meeting

AGENCY HOLDING THE MEETING: National Labor Relations Board.

TIME AND DATE: 10:00 a.m., Wednesday, September 9, 1998.

PLACE: Board Conference Room, Eleventh Floor, 1099 Fourteenth St., NW., Washington, DC 20570.

STATUS: Closed to public observation pursuant to 5 U.S.C. Section 552b(c)(2) (internal personnel rules and practices); and (9)(B) (disclosure would significantly frustrate implementation of a proposed Agency action).

MATTERS TO BE CONSIDERED: Personnel matters.

CONTACT PERSON FOR MORE INFORMATION: John J. Toner, Executive Secretary, Washington, DC 20570, Telephone: (202) 273-1940.

Dated: Washington, DC, September 16, 1998.

By Direction of the Board:

John J. Toner,

Executive Secretary, National Labor Relations Board.

[FR Doc. 98-27337 Filed 10-7-98; 12:28 pm]

BILLING CODE 7545-01-M

NATIONAL LABOR RELATIONS BOARD

Sunshine Act Meeting

AGENCY HOLDING THE MEETING: National Labor Relations Board.

TIME AND PLACE: 10:00 a.m., Monday, September 14, 1998.

PLACE: Board Conference Room, Eleventh Floor, 1099 Fourteenth St., N.W., Washington, DC 20570 Telephone: (202) 273-1940.

STATUS: Closed to public observation pursuant to 5 U.S.C. Section 552b(c)(2) (internal personnel rules and practices); and (9)(B) (disclosure would significantly frustrate implementation of a proposed Agency action).

MATTERS TO BE CONSIDERED: Personnel Matters.

CONTACT PERSON FOR MORE INFORMATION: John J. Toner, Executive Secretary,

Washington, DC. 20570. Telephone: (202) 273-1940.

Dated: Washington, DC, September 16, 1998.

By direction of the Board.

John J. Toner,

Executive Secretary, National Labor Relations Board.

[FR Doc. 98-27338 Filed 10-7-98; 8:45 am]

BILLING CODE 7545-01-M

NATIONAL SCIENCE FOUNDATION

Notice of Permits Issued Under the Antarctic Conservation Act of 1978

AGENCY: National Science Foundation.

ACTION: Notice of permits issued under the Antarctic Conservation Act of 1978, Public Law 95-541.

SUMMARY: The National Science Foundation (NSF) is required to publish notice of permits issued under the Antarctic Conservation Act of 1978. This is the required notice.

FOR FURTHER INFORMATION CONTACT: Nadene G. Kennedy, Permit Office, Office of Polar Programs, Rm. 755, National Science Foundation, 4201 Wilson Boulevard, Arlington, VA 22230.

SUPPLEMENTARY INFORMATION: On August 27, 1998, the National Science Foundation published a notice in the **Federal Register** of permit applications received. Permits were issued on September 25, 1998 to the following applicants:

Wayne Z. Trivelpiece—Permit No. 99-003

Donald B. Siniff—Permit No. 99-904 and 99-905

Arthur L. DeVries—Permit No. 99-006
William R. Fraser—Permit No. 99-007, 99-008 and 99-009

Rennie S. Holt—Permit No. 99-010

Nadene G. Kennedy,
Permit Officer.

[FR Doc. 98-27071 Filed 10-8-98; 8:45 am]

BILLING CODE 7555-01-M

NATIONAL SCIENCE FOUNDATION

Special Emphasis Panel in Chemical and Transport Systems; Notice of Meeting

In accordance with the Federal Advisory Committee Act (Pub. L. 92-463, as amended), the National Science Foundation announces the following meeting:

Name: Special Emphasis Panel in Chemical and Transport Systems.

Date and Time: October 26, 1998: 8:15 a.m. to 5:00 p.m.