

Management Office-JPL, 4800 Oak Grove Drive, Mail Stop 180-801, Pasadena, CA 91109, telephone (818) 354-7770.

Dated: November 23, 1998.

**Edward A. Frankle,**  
General Counsel.

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## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules; 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. 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 January 15, 1999. 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:

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 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. 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 Commerce, National Institute of Standards and Technology (N1-167-98-2, 2 items, 2 temporary items). Records of the NIST Library in Boulder, Colorado. The records consist primarily of correspondence, reports, memorandums, meeting minutes, and expenditure reports that document Library operations during the period 1955 to 1971.

2. Department of Commerce, National Oceanic and Atmospheric Administration (N1-370-99-2, 3 items, 3 temporary items). Records relating to agreements and memorandums of understanding between NOAA and other public and private entities covering data sharing, technical assistance, and other program support responsibilities. The records include agreements, background and progress reports, change and revision documentation, and correspondence and other reports related to the agreements. Also included are electronic copies of documents created using electronic mail and word processing.

3. Department of Commerce, National Oceanic and Atmospheric Administration (N1-370-99-4, 6 items, 6 temporary items). Records relating to National Weather Service sites at airports. Included are photographs of equipment and buildings, maps, cost estimates, Federal Aviation Administration permits, licenses for using real property, site engineering drawings, notices of proposed construction or alteration, and related correspondence. Also included are electronic copies of documents created using electronic mail and word processing.

4. Department of Defense, Defense Logistics Agency (N1-361-99-1, 6 items, 6 temporary items). Electronic copies of records relating to contracts created using electronic mail and word processing. Recordkeeping copies were previously approved for disposal.

5. Department of Health and Human Services, National Institutes of Health (N1-443-98-1, 7 items, 7 temporary items). Microfilmed copies of prescriptions. This schedule also increases the retention period for logs, requisitions, and other pharmacy

records which were previously approved for disposal.

6. Department of Health and Human Services, National Institutes of Health (N1-443-98-2, 4 items, 4 temporary items). Forms and attendance records relating to radiation safety training. This schedule also increases the retention period for records relating to the handling of radioactive material which were previously approved for disposal.

7. Department of Justice, Executive Office of the United States Attorneys (N1-60-99-1, 5 items, 2 temporary items). Input documents and ad hoc reports associated with automated case management systems used to record case status and compile statistical reports. The annual compiled national data set, with documentation, and annual statistical reports are proposed for permanent retention.

8. Department of Justice, United States Attorney District Offices (N1-118-99-1, 6 items, 6 temporary items). Automated case management systems used to record case status and compile statistical reports. Annual compilations of data accumulated by the Executive Office of the United States Attorneys are proposed for permanent retention in schedule number N1-60-99-1 (item 7 of this notice).

9. Department of Justice, Office of the Solicitor General (N1-60-98-11, 2 items, 2 temporary items). Docket cards dating between 1927 and 1992, and a subsequent electronic tracking system, which serve as an index to cases referred to the Solicitor General. The OSG returns case files to the originating litigation division upon completion of OSG action so the cards and tracking system do not serve as an index to OSG records.

10. Department of Justice, Immigration and Naturalization Service (N1-85-99-1, 2 items, 2 temporary items). Reduction in retention period of clinical records of illegal aliens detained at INS Servicing and Processing Centers, which were previously approved for disposal. The request also includes electronic copies of records created using electronic mail and word processing.

11. Department of the Treasury, United States Secret Service (N1-87-98-1, 1 item, 1 temporary item). Investigative case files of the Inspection Division where the investigation reveals that the office having jurisdiction is the Office of Investigations. Procedurally or historically significant case files of the Office of Investigations are permanent in a previously approved schedule.

12. Department of Veterans Affairs, Veterans Health Administration (N1-15-98-4, 6 items, 6 temporary items).

Files relating to applications for grants to providers of services for the homeless, including funds for acquisition of facilities, purchase of vans, and per diem expenses. Also included are electronic copies of documents created using electronic mail and word processing.

13. Environmental Protection Agency, Office of Pesticide Programs (N1-412-95-2, 48 items, 43 temporary items). Electronic and textual records that document review and approval processes relating to the registration of pesticides, including electronic copies of documents created using electronic mail and word processing. Temporary records include Pesticide Registration Documents and Reregistration Case Files, Notice of Supplemental Distribution of Registered Product, Novel Microbial Pesticide Files, Child-Resistant Packaging Files, Pesticide Chemical Inert Ingredient Master Files, Reregistration Fees Case Files, Pesticide Registration Maintenance Fee Records, Company Name and Address Correspondence Files, Requests for EPA Company Number, Laboratory Test Reports, and the Pesticide Product Label System. Series proposed for permanent retention include the Endangered Species Map Files, Label Use Information System Files, Established Tolerances Files, State Plans for Applicator Certification Files, and Preliminary Qualitative Biological Usage Analysis of Pesticide Active Ingredients Files.

14. Export-Import Bank (N1-275-98-1, 1 item, 1 temporary item). Draft loan agreements reflecting technical changes. Records relating to policy issues, minutes of meetings, and final loan cases are permanent in a previously approved schedule.

15. National Aeronautics and Space Administration (N1-255-97-1, 22 items, 22 temporary items). Magnetic tapes pertaining to the Pioneer 10, Pioneer 11, and Pioneer 12 spacecraft projects. The records consist of master data record tapes containing real-time telemetry data and electronic information concerning spacecraft location during orbit (trajectory and engineering data).

16. National Science Foundation, Agency-wide (N1-307-98-1, 2 items, 2 temporary items). Reduction in retention period for Congressional Correspondence Files and Congressional Correspondence Routing Sheet Files, which were previously approved for disposal. Records consist of correspondence from the Congress with replies from NSF and a reference card file to incoming correspondence from the Congress.

17. President's Advisory Board on Race (N1-220-99-1, 17 items, 6 temporary items). Audio and video tapes of meetings for which written transcripts were created, routine administrative correspondence, calendars and invitations, and web site and related design and management records. Also proposed for disposal are electronic copies of records created using electronic mail and word processing. Transcripts of meetings, reports, general correspondence, and other program records are proposed for permanent retention.

18. Securities and Exchange Commission, Office of International Affairs and Office of Investor Education and Assistance (N1-266-98-1, 10 items, 10 temporary items). Routine correspondence, such as public inquiries and complaints and SEC requests for information from foreign governments, including electronic copies of documents created using electronic mail and word processing; requests for technical assistance from the United States Agency for International Development; paper working copies of foreign utility company reports filed electronically; commercial and financial information submitted in confidence; and duplicate copies of records relating to treaty negotiations with Switzerland (originals are held as permanent by the Department of State).

Dated: November 24, 1998.

**Michael J. Kurtz,**

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

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## NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

### Meetings of Humanities Panel

**AGENCY:** The National Endowment for the Humanities.

**ACTION:** Notice of meetings.

**SUMMARY:** Pursuant to the provisions of the Federal Advisory Committee Act (Public Law 92-463, as amended), notice is hereby given that the following meetings of the Humanities Panel will be held at the Old Post Office, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

**FOR FURTHER INFORMATION CONTACT:** Nancy E. Weiss, Advisory Committee Management Officer, National Endowment for the Humanities, Washington, D.C. 20506; telephone (202) 606-8322. Hearing-impaired