

**RETENTION AND DISPOSAL:**

The records are maintained for 6 years and 3 months after close of fiscal year, unless involved in litigation. Disposal is in accordance with approved retention and disposal schedules.

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

Commissioner's Office, Reclamation Service Center, and Regional Offices: Pacific Northwest, Mid-Pacific, Lower Colorado, Upper Colorado, and Great Plains. See appendix for addresses.

**NOTIFICATION PROCEDURE:**

Written inquiries regarding the existence of a record(s) should be addressed to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.60.

**RECORD ACCESS PROCEDURES:**

Same as Notification above. See 43 CFR 2.63.

**CONTESTING RECORD PROCEDURES:**

Written petitions for amendment should be addressed to the System Manager at the appropriate address listed in the appendix. See 43 CFR 2.71.

**RECORD SOURCE CATEGORIES:**

Individuals on whom records are maintained.

[FR Doc. 99-31749 Filed 12-8-99; 8:45 am]

BILLING CODE 4310-94-P

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## OVERSEAS PRIVATE INVESTMENT CORPORATION

### Privacy Act of 1974; New System of Records

**AGENCY:** Overseas Private Investment Corporation.

**ACTION:** Notice of proposed Privacy Act system of records.

**SUMMARY:** In accordance with the requirements of the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Overseas Private Investment Corporation (OPIC) is providing notice of the establishment of a new system of records for Contacts and Mailing Lists.

**DATES:** The proposed new system will be effective without further notice on January 18, 2000, unless comments are received which result in a contrary determination.

**ADDRESSES:** Written comments on the new systems of records may be addressed and mailed or hand-delivered to Jean Strasser, Management Services, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527. Faxes may be sent to Jean Strasser at (202) 842-

8413. Submit electronic comments to [jstra@opic.gov](mailto:jstra@opic.gov).

**FOR FURTHER INFORMATION CONTACT:** Jean Strasser, Management Services, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527, telephone (202) 336-8670.

**SUPPLEMENTARY INFORMATION:****OPIC-21****SYSTEM NAME:**

Contacts and Mailing Lists.

**SECURITY CLASSIFICATION:**

None.

**SYSTEM LOCATION:**

Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who have requested that they be kept informed of OPIC activities or whose names are placed on a contact or mailing list by OPIC staff, including current and former members of the OPIC Board of Directors, former employees, officials of all branches of government and international governments, representatives of the press, corporations, and other organizations. Individuals who have requested publications or information from OPIC in writing, in person, by phone, fax, email, or via the Corporation's web site. Individuals identified by other government agencies as having an interest in an OPIC-sponsored program and/or activity.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name, business title, company or organization, mailing address, email address, phone and fax numbers, organization type, and industrial sector, if applicable, of individuals covered by the system. The list also includes information on the types of information individuals are interested in (e.g., regional interest).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

44 U.S.C. 3101, Records Management by Agency Heads.

**PURPOSE(S):**

These records are used by OPIC for the mailing and electronic distribution of OPIC information, publications and announcements regarding OPIC-sponsored events. They may be used by other organizations affiliated with OPIC for the distribution of announcements regarding events in which OPIC is a co-sponsor or participant.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND PURPOSES OF SUCH USES:**

Used (i) to distribute publications (e.g., press releases, newsletters, and annual reports) and other general information developed by OPIC either by mail or electronically to individuals' email addresses; (ii) to distribute information regarding OPIC-hosted conferences and events; (iii) by other organizations affiliated with OPIC (e.g., other Federal agencies, corporate or non-profit co-sponsors) to distribute announcements regarding events in which OPIC is a co-sponsor; (iv) by OPIC management to conduct surveys or gather statistical data to analyze usage of or improve OPIC services; and (v) by members of Congress in response to their request.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:****STORAGE:**

Records are stored in an electronic database accessible by authorized OPIC employees. Hard copies may be printed and stored in file cabinets in secure OPIC offices.

**RETRIEVABILITY:**

Records are indexed by name, region, zip code, sector, or area of interest.

**SAFEGUARDS:**

Records are kept in a secured electronic database, with access limited to authorized marketing personnel; access to information in computer files is limited to personnel having an authorized computer password. Hard copy records are stored in secure staff offices accessible to OPIC staff only.

**RETENTION AND DISPOSAL:**

Records are maintained on an ongoing basis, updated by request of individuals covered by the system, and retained indefinitely or until the individual requests removal from the list.

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

Vice President for Investment Development, Overseas Private Investment Corporation, 1100 New York Avenue, NW, Washington, DC 20527.

**NOTIFICATION PROCEDURE:**

Requests by individuals concerning the existence of a record may be submitted in writing, addressed to the system manager above. The request must comply with the requirements of 22 CFR 707.21(b).

**RECORD ACCESS PROCEDURES:**

Same as above.

**CONTESTING RECORD PROCEDURES:**

Requests by individuals to amend their record must be submitted in writing, addressed to the system manager above. Requests for amendments to records and requests for review of a refusal to amend a record must comply with the requirements of 22 CFR 707.22.

**RECORD SOURCE CATEGORIES:**

Information is collected via OPIC's web site or via hard-copy forms (e.g., OPIC Reply Card) and labels, directly from individuals on whom the records are maintained (i.e., the individuals requesting information). Information may be collected from attendees of OPIC-sponsored conferences and events, and OPIC staff who attend non-OPIC sponsored functions/events and receive business cards from individuals. Information may also be collected from third party contacts such as other government agencies or organizations that co-sponsor events with OPIC.

Exemptions claimed for the system: None.

Signature Date: November 17, 1999.

**James R. Offutt,**

*Assistant General Counsel, Department of Legal Affairs Overseas Private Investment Corporation.*

[FR Doc. 99-31704 Filed 12-8-99; 8:45 am]

**BILLING CODE 3210-01-P**

## **INTERNATIONAL TRADE COMMISSION**

### **Sunshine Act Meeting; Notice**

**TIME AND DATE:** December 13, 1999 at 2:30 p.m.

**PLACE:** Room 101, 500 E Street SW, Washington, DC 20436, Telephone: (202) 205-2000.

**STATUS:** Open to the public.

**MATTERS TO BE CONSIDERED:**

1. Agenda for future meeting: none.
2. Minutes.
3. Ratification List.
4. Inv. No. 731-TA-860 (Preliminary)(Tin and Chromium-Coated Steel Sheet from Japan)—briefing and vote. (The Commission will transmit its determination to the Secretary of Commerce on December 13, 1999.)
5. Outstanding action jackets:
  - (1) Document No. GC-99-105: Regarding Inv. No. 337-TA-409 (Certain CD-ROM Controllers and Products Containing Same-II).
  - (2) Document No. ID-99-021: Approval of transition report and proposal for a study focus on "Integration of Manufacturing in North America and Selected Regions."

In accordance with Commission policy, subject matter listed above, not disposed of at the scheduled meeting, may be carried over to the agenda of the following meeting.

Issued: December 6, 1999.

By order of the Commission.

**Donna R. Koehnke,**

*Secretary.*

[FR Doc. 99-32082 Filed 12-7-99; 1:46 pm]

**BILLING CODE 7020-02-U**

## **DEPARTMENT OF LABOR**

### **Office of the Secretary**

#### **Submission for OMB Review; Comment Request**

December 2, 1999.

The Department of Labor (DOL) has submitted the following public information collection requests (ICRs) to the Office of Management of Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. Chapter 35). A copy of each individual ICR, with applicable supporting documentation, may be obtained by calling the Department of Labor. To obtain documentation for BLS, ETA, PWBA, and OASAM contact Karin Kurz ({202} 219-5096 ext. 159 or by E-mail to Kurz-Karin@dol.gov). To obtain documentation for ESA, MSHA, OHSA, and VETS contact Darrin King ({202} 219-5096 ext. 151 or by E-Mail to King-Darrin@dol.gov).

Comments should be sent to Office of Information and Regulatory Affairs, Attn: OMB Desk Officer for BLS, DM, ESA, ETA, MSHA, OSHA, PWBA, or VETS, Office of Management and Budget, Room 10235, Washington, DC 20503 ({202} 395-7316), within 30 days from the date of this publication in the **Federal Register**.

The OMB 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 to other forms of information technology, e.g., permitting electronic submission of responses.

*Agency:* Employment Standards Administration.

*Title:* Agreement and Undertaking.

*OMB Number:* 1215-0034.

*Frequency:* On occasion.

*Affected Public:* Business or other for-profit.

*Number of Respondents:* 300.

*Estimated Time Per respondent:* 15 minutes.

*Total Burden Hours:* 75.

*Total Annualized capital/startup costs:* \$0.

*Total annual costs (operating/maintaining systems or purchasing services):* \$0.

*Description:* The OWCP-1 is a joint use form (Longshore and Black Lung Programs) completed by employers to provide the Secretary of Labor with authorization to sell securities or to bring suit under indemnity bonds deposited by the self-insured employers in the event there is a default in the payment of benefits.

**Ira L. Mills,**

*Departmental Clearance Officer.*

[FR Doc. 99-31925 Filed 12-8-99; 8:45 am]

**BILLING CODE 4510-29-M**

## **DEPARTMENT OF LABOR**

### **Office of the Secretary**

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Comments should be sent to Office of Information and Regulatory Affairs, Attn: OMB Desk Officer for BLS, DM, ESA, ETA, MSHA, OSHA, PWBA, or VETS, Office of Management and