

representative(s) have access to the technology necessary to comply with the procedures for electronic filing and that access to the parties' email will be provided only to authorized individuals. This technology includes access to a scanner that can create documents in portable document format (PDF), up-to-date software for creating and reading PDF documents, and an email account that can send and receive email attachments up to ten (10) megabytes in size. While all new OCAHO cases will be eligible for the pilot, OCAHO may limit the total number of cases that will be accepted into the pilot program once it commences, as circumstances require.

### III. Procedures for Participation

OCAHO cases commence with the filing of a complaint, by Immigration and Customs Enforcement (ICE) in cases brought under 8 U.S.C. 1324a and 8 U.S.C. 1324c, or by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), or the charging or injured party in cases brought under 8 U.S.C. 1324b. OCAHO subsequently issues a Notice of Case Assignment to both parties, assigning the case to an OCAHO ALJ and giving the respondent the opportunity to file an answer. After the respondent files an answer, the ALJ issues an order for prehearing statements, setting a schedule for discovery and dispositive motions. Under this pilot program, once OCAHO receives the respondent's answer, OCAHO will invite parties to participate in the pilot by mailing to both parties instructions outlining the procedures for the pilot and the certification form the parties must complete and sign in order to participate in the pilot program.

In order to enroll in the pilot, each party must submit the signed certification form in hard copy to OCAHO and serve a copy of the certification on the opposing party. The certification must: Identify the email address the party will use for all case-related communications and submissions; certify that only authorized individuals will have access to that email address; attest that the party has access to the necessary technology; and consent to abide by the specific procedures for filing and service outlined in the e-filing instructions that will be sent to each party. If both parties to a case agree to participate in the pilot and meet the certification requirements, they will be notified by mail and email that their case has been accepted into the pilot program. Thereafter, all case documents shall be filed with OCAHO and served

on the opposing party in the case by email. All documents submitted under this pilot that require a signature under 28 CFR 68.7, including motions, briefs, and other pleadings, must include a handwritten, scanned signature. All files submitted by email must be in PDF.

For cases enrolled in the pilot program, all decisions and orders issued by the ALJ (or, in cases of administrative review, the CAHO) will be signed, scanned, and emailed to both parties in the case.

The pilot will be entirely voluntary. A case will not be accepted into the pilot unless both parties consent in writing to participate. Once accepted, the parties will be responsible for all activity and communications from their designated email account. Parties who elect not to participate in the pilot will continue to file and receive case documents as set forth in 28 CFR part 68.

### IV. Additional Information

The pilot program will be effective for 180 days after the date of this notice. Parties who properly enroll in the pilot program during this 180-day period will be allowed to continue filing by email throughout the duration of their case before OCAHO, even if the case remains pending beyond the 180-day pilot period. OCAHO will continue to accept paper submissions in accordance with the procedures at 28 CFR part 68 in all cases not enrolled in the pilot program.

Parties and their representatives will be responsible for all activity and communications with OCAHO conducted from the party's or representative's designated email account. Parties and their representatives must take necessary steps to ensure that only authorized individuals have access to the party's or representative's designated email account and all official case documents sent and received through that email account, as those documents may contain sensitive or protected privacy information.

Dated: May 15, 2014.

**Juan P. Osuna,**  
Director.

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## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-2014-032]

### 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 notices 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 preservation of records of continuing value in the National Archives of the United States and destruction, after a specified period, of records lacking administrative, legal, research, or other value. NARA publishes notices 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 June 30, 2014. Once NARA completes the appraisal of the records, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memoranda 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:** You may request a copy of any records schedule identified in this notice by contacting Records Management Services (ACNR) using one of the following means:

Mail: NARA (ACNR), 8601 Adelphi Road, College Park, MD 20740-6001.

Email: [request.schedule@nara.gov](mailto:request.schedule@nara.gov).

FAX: 301-837-3698.

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:** Margaret Hawkins, Director, Records Management Services (ACNR), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Telephone: 301-837-1799. Email: [request.schedule@nara.gov](mailto:request.schedule@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. 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 them 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.

The schedules listed in this notice are media-neutral unless specified otherwise. An item in a schedule is media-neutral when the disposition instructions may be applied to records regardless of the medium in which the records are created and maintained. Items included in schedules submitted to NARA on or after December 17, 2007, are media-neutral unless the item is limited to a specific medium. (See 36 CFR 1225.12(e).)

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 Agriculture, Food and Nutrition Service (DAA-0462-

2013-0001, 1 item, 1 temporary item). Master files of an electronic information system used to track, manage, and forecast activity on family nutrition programs.

2. Department of the Interior, Bureau of Ocean Energy Management (N1-589-12-5, 15 items, 12 temporary items). Records documenting regulatory oversight and stewardship activities, including operating plans for minerals exploration, development, and production; and well permits, environmental assessments, and technical assistance activities. Proposed for permanent retention are significant oil spill risk analyses, environmental studies, and monitoring records.

3. Department of the Interior, National Park Service (DAA-0515-2013-0001, 6 items, 2 temporary items). Administrative and non-significant records of the Historic American Building Survey, Historic American Engineering Record, and Historic American Landscape Survey. Proposed for permanent retention are high-level subject files, project case files and supporting records, and publications.

4. Department of Transportation, National Highway Traffic Safety Administration (N1-416-11-9, 1 item, 1 temporary item). Master files of an electronic information system used to manage projects.

5. Environmental Protection Agency, Agency-wide (DAA-0412-2013-0007, 3 items, 2 temporary items). Public affairs records, including working papers, publications not depicting environmental activities, and routine and administrative records. Proposed for permanent retention are historically significant public affairs records, including news releases, publications and promotional items, records of public hearings, and environmental training materials.

6. Library of Congress, Agency-wide (DAA-0297-2014-0007, 20 items, 20 temporary items). Records relating to facilities and safety, including facilities management requisition files, work authorizations, environmental logs and assessments, and program files related to safety management, fire protection, and industrial hygiene.

7. National Archives and Records Administration, Research Services (N2-84-14-1, 1 item, 1 temporary item). Records of Foreign Service Posts of the Department of State including copies of diplomatic serials and copies of property inventories. These records were accessioned to the National Archives but lack sufficient historical value to warrant continued preservation.

8. Office of Personnel Management, Executive Secretariat (DAA-0478-2014-0001, 2 items, 2 temporary items). Records of the Ombudsman Office including general correspondence and internal inquiries.

9. Office of Personnel Management, Planning and Policy Analysis Division (DAA-0478-2014-0005, 2 items, 2 temporary items). Master files and outputs of an electronic information system containing medical claims information, enrollment information, and provider information for Federal employee health insurance programs.

10. Office of Personnel Management, Employee Services (DAA-0478-2014-0006, 3 items, 3 temporary items). Master files of an electronic information system containing job announcements, applicant data, and Web site content.

11. Office of Personnel Management, Federal Investigative Services (DAA-0478-2014-0007, 1 item, 1 temporary item). Monthly progress reports on completion of security investigations.

Dated: May 22, 2014.

**Paul M. Wester, Jr.**

*Chief Records Officer for the U.S. Government.*

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#### NATIONAL SCIENCE FOUNDATION

##### Agency Information Collection Activities: Comment Request

**AGENCY:** National Science Foundation.

**ACTION:** Submission for OMB Review; Comment Request.

**SUMMARY:** The National Science Foundation (NSF) has submitted the following information collection requirement to OMB for review and clearance under the Paperwork Reduction Act of 1995, Public Law 104-13. This is the second notice for public comment; the first was published in the **Federal Register** at 79 FR 10574, and no comments were received. NSF is forwarding the proposed renewal submission to the Office of Management and Budget (OMB) for clearance simultaneously with the publication of this second notice. The full submission may be found at: <http://www.reginfo.gov/public/do/PRAMain>.

**Comments:** Comments are invited on (a) whether the proposed collection of information is necessary for the proper performance of the functions of the Agency, including whether the information shall have practical utility; (b) the accuracy of the Agency's estimate of the burden of the proposed collection of information; (c) ways to