

certification regarding debarment (Copies of these forms are included in the Institutes' Annual Program Plan.) Detailed procedures for preparing financial assistance applications are given in the NIC Guidelines Manual: Instructions for Applying for Federal Assistance. Each of the above referenced documents will be made available upon request, see Section VI.

Applications should be submitted in six copies. At least one of the six copies must bear the original signature, in ink, of the administrator or chief executive officer of the applicant organization. A cover letter must identify the responsible audit agency for the applicant's financial accounts. Applications must be written concisely and typed double spaced.

Applications must detail the project, the objectives, and the plan for implementing the proposal. Projected costs and description of the qualifications of the applicant(s) must be included. The projected cost of conducting the project is a critical element in the decision making process, and the Institute urges applicants to keep indirect costs, in particular, to a minimum. In addition, applicants must assure that they have the personnel resources to complete this project within the specified timeframes.

Applications being sent by mail should be addressed to the National Institute of Corrections, Grant Office, 320 First Street, N.W., Washington, D.C. 20534. Applications transmitted by fax will not be accepted or acknowledged. Applications for grants should not be sent to NIC Longmont, Colorado, offices. Applications being sent by personal delivery or Federal Express should be directed to the National Institute of Corrections, 500 First Street, N.W., Grants Office, Seventh Floor, Washington, D.C. 20534.

IV. Application Review Procedures

Applications for grants and cooperative agreements are reviewed by a team of Institute staff members. The applications are subsequently approved or disapproved by the Director of the National Institute of Corrections. Four categories of criteria are used in reviewing applications: programmatic, organizational, project management, and financial/administrative. Among the specific criteria used to evaluate the applications are:

- * Indication of a clear understanding of the specific areas of corrections to be addressed by this project and the key issues;

- * Well-defined project objectives, tasks, and resources necessary to meet the objectives;

- * Technical soundness of the design and methodology for achieving the project goals;

- * Description of all elements and tasks of the project, and realistic timeframes necessary to complete the tasks;

- * Background, experience, and expertise of the proposed project staff, including any subcontractors;

- * Sufficient and realistic time commitments from key project staff;

- * Reputation or recognized skill of the applicant organization and any proposed subcontractors;

- * Financial and administrative integrity of the proposal, including adherence to federal financial guidelines and processes;

- * Adequate detail and narrative about the cost elements in the proposed budget.

V. Project Outcome

The final product will be a camera-ready document that is fully and professionally edited and prepared in accordance with NIC and federal publications guidelines. A copy of the "General Conditions" for projects entailing the preparation of a report for publication and public dissemination is available upon request, see section VI.

Monthly briefings, quarterly progress reports and a three month interim product will be required. The Cooperative Agreement recipient will be expected to work closely with the NIC Project Monitor as well as the designated Project Coordinator from the DC Department of Corrections.

VI. Additional Information

To obtain additional information including OMB Standard Form 424, Application for Federal Assistance; the certification of a drug-free workplace; certification regarding debarment (Copies of these forms are included in the Institutes' Annual Program Plan), as well as, NIC Guidelines Manual: Instructions for Applying for Federal Assistance and "General Conditions" for the preparation of printed material you may contact John E. Moore or Anna Z. Thompson, Correctional Program Specialists, Prisons Division, National Institute of Corrections, 320 First St., N.W. (HOLC), Washington, D.C. 20534, Phone: 202-307-1300, ext. 147 or 145 or fax 202-307-3361.

Morris L. Thigpen,

Director.

[FR Doc. 95-3701 Filed 2-14-95; 8:45 am]

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DEPARTMENT OF LABOR

Occupational Safety and Health Administration

Advisory Committee on Construction Safety and Health; Full Committee Meeting

Notice is hereby given that the Advisory Committee on Construction Safety and Health, established under section 107(e)(1) of the Contract Work Hours and Safety Standards Act (40 U.S.C. 333) and section 7(b) of the Occupational Safety and Health Act of 1970 (29 U.S.C. 656), will meet on February 28-March 1, 1995 at the Frances Perkins Building, U.S. Department of Labor, 200 Constitution Avenue, NW., Room C-5521/5523, Washington, DC. The meeting is open to the public and will begin at 9 a.m. on February 28 and 8:30 a.m. on March 1.

On February 28, in the morning, OSHA will brief the ACCSH on the focused inspection policy; the status of the Excellence in Construction Program; fall protection for construction workers erecting non-building steel structures; the deliberations of the Steel Erection Negotiated Rulemaking Committee; and the standards planning process. Workgroups will meet in the afternoon. On March 1, work groups will report back to the full Committee and plans will be made for the next meeting. The meeting will end at approximately 12:00 noon.

Written data, views or comments may be submitted, preferably with 20 copies, to the Division of Consumer Affairs, at the address provided below. Any such submissions received prior to the meeting will be provided to the members of the Committee and will be included in the record of the meeting. Anyone wishing to make an oral presentation should notify the Division of Consumer Affairs before the meeting. The request should state the amount of time desired, the capacity in which the person will appear and a brief outline of the content of the presentation. Persons who request the opportunity to address the Advisory Committee may be allowed to speak, as time permits, at the discretion of the Chairman of the Advisory Committee. Individuals with disabilities who wish to attend the meeting should contact Tom Hall, at the address indicated below, if special accommodations are needed.

For additional information contact: Holly Nelson, Office of the Assistant Secretary, Room S-2316, Telephone 202-219-6027; or Tom Hall, Division of Consumer Affairs, Room N-3647, Telephone 202-219-8615, at the

Occupational Safety and Health Administration, 200 Constitution Avenue, NW., Washington, DC, 20210. An official record of the meeting will be available for public inspection at the OSHA Docket Office, Room N-2625, Telephone 202-219-7894.

Signed at Washington, D.C. this 9th day of February, 1995.

Joseph A. Dear,

Assistant Secretary of Labor.

[FR Doc. 95-3773 Filed 2-14-95; 8:45 am]

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Records Schedules; Availability and Request Request for Comments

AGENCY: National Archives and Records Administration, Office of Records Administration.

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). Records schedules identify records of sufficient value to warrant preservation in the National Archives of the United States. Schedules also authorize agencies after a specified period to dispose of records lacking administrative, legal, research, or other value. Notice is published for records schedules that (1) proposes the destruction of records not previously authorized for disposal, or (2) reduce the retention period for records already authorized for disposal. NARA invites public comments on such schedules, as required by 44 USC 3303a(a)

DATES: Request for copies must be received in writing on or before April 3, 1995. Once the appraisal of the records is completed, NARA will send a copy of the schedule. The requester will be given 30 days to submit comments.

ADDRESSES: Address requests for single copies of schedules identified in this notice to the Records Appraisal and Disposition Division (NIR), National Archives and Records Administration, College Park, MD 20740. Requesters must cite the control number assigned to each schedule when requesting a copy. The control number appears in the parentheses immediately after the name of the requesting agency.

SUPPLEMENTARY INFORMATION: Each year U.S. Government agencies create billions of records on paper, film,

magnetic tape, and other media. In order to control this accumulation, agency records managers prepare records schedules specifying when the agency no longer needs the records and what happens to the records after this period. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. These comprehensive schedules provide for the eventual transfer to the National Archives of historically valuable records and authorize the disposal of all other records. Most schedules, however, cover records of only one office or program or a few series of records, and many are updates of previously approved schedules. Such schedules also may include records that are designated for permanent retention.

Destruction of records requires the approval of the Archivist of the United States. This approval is granted after a thorough study of the records that takes into account 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 historical or other value.

This public notice identifies the Federal agencies and their subdivisions requesting disposition authority, includes the control number assigned to each schedule, and briefly describes the records proposed for disposal. The records schedule contains additional information about the records and their disposition. Further information about the disposition process will be furnished to each requester.

Schedules Pending

1. Department of Education, National Education Commission on Time and Learning (N1-441-94-4). Documentation used to prepare the final report.

2. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (N1-511-94-2). Final reports of research and investigation grants, 1969-1993.

3. Department of Housing and Urban Development (N1-207-94-6). Flexible Subsidy Files.

4. Department of State, Bureau of Economic and Business Affairs (N1-59-95-2). Routine, facilitative, and duplicative records relating to transportation matters.

5. Department of the Treasury, Office of Thrift Supervision (N1-483-93-26). Electronic Examination Data System.

6. Defense Contract Audit Agency (N1-372-95-1). Routine and facilitative records relating to forms management and recurring reports.

7. Office of the Secretary of Defense (N1-330-95-2). Records relating to the

curriculum vitae of instructors at the Uniformed Services University of the Health Sciences. (Records are already scheduled as temporary; proposed reduction in retention period.)

8. Small Business Administration (N1-309-94-1). Textual copy of SBA notices and checklists (microfiche copy will be preserved).

Dated: February 8, 1995.

Trudy Huskamp Peterson,

Acting Archivist of the United States.

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NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

Meetings of Humanities Panel

AGENCY: National Endowment for the Humanities, NFAH.

ACTION: Notice of Meetings.

SUMMARY: Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 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, NW., Washington, DC 20506.

FOR FURTHER INFORMATION CONTACT: David C. Fisher, Advisory Committee Management Officer, National Endowment for the Humanities, Washington, DC 20506; telephone (202) 606-8322. Hearing-impaired individuals are advised that information on this matter may be obtained by contacting the Endowment's TDD terminal on (202) 606-8282.

SUPPLEMENTARY INFORMATION: The proposed meetings are for the purpose of panel review, discussion, evaluation and recommendation on applications for financial assistance under the National Foundation on the Arts and the Humanities Act of 1965, as amended, including discussion of information given in confidence to the agency by the grant applicants. Because the proposed meetings will consider information that is likely to disclose: (1) Trade secrets and commercial or financial information obtained from a person and privileged or confidential; or (2) information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Chairman's Delegation of Authority to Close Advisory Committee meetings, dated July 19, 1993, I have determined that these meetings will be closed to the public pursuant to subsections (c) (4),