

Dated: January 3, 1997.

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*Advisory Committee Management Officer,
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Administration.*

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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 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) Propose 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 U.S.C. 3303a(a).

DATES: Requests for copies must be received in writing on or before February 24, 1997. 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 the Air Force (N1-AFU-97-5). Immediate disposal of temporary fire protection records no longer being created because they are superseded by a DOD electronic recordkeeping system.

2. Department of Commerce, Patent and Trademark Office (N1-241-96-3). Revisions to the comprehensive schedule for the Office of the Assistant Commissioner for Patents.

3. Department of Labor, Employment Standards Administration (N1-155-96-1). Reduction in retention period for general correspondence files of the Wage and Hour Division.

4. Department of Treasury, Bureau of Public Debt (N1-53-97-2). One time reduction in retention period for U.S. Savings Bond records.

5. Small Business Administration, Disaster Assistance Loan Program Office (N1-309-96-1). Declined disaster declaration files.

Dated: January 3, 1997.

James W. Moore,

*Assistant Archivist for Records
Administration.*

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NATIONAL INSTITUTE FOR LITERACY

Proposed Agency Information Collection Activities; Comment Request

AGENCY: National Institute for Literacy (NIFL).

ACTION: Notice.

SUMMARY: In compliance with the Paperwork Reduction Act (44 U.S.C. 3501 et seq.), this notice announces an Information Collection Request (ICR) by the NIFL. The ICR describes the nature of the information collection and its expected cost and burden.

DATES: Comments must be submitted by March 11, 1997.

FOR FURTHER INFORMATION CONTACT: Jaleh Behrooz Soroui at (202) 632-1506 or e-mail: JSoroui@nifl.gov

SUPPLEMENTARY INFORMATION:

Title

Application for technology award to provide funding to expand Literacy Information and Communication System (LINCS) activities, resources and services for the adult literacy community.

Abstract

The National Literacy Act of 1991 established the National Institute for Literacy and required that the NIFL conduct basic and applied research and demonstrations on literacy; collect and disseminate information to Federal, State and local entities with respect to literacy; and improve and expand the system for delivery of literacy services. This form will be used by organizations to apply for funding to expand LINCS regional hubs activities, resources, and services that will enhance technological capacity for electronic exchange across the literacy community. Evaluations to determine successful applicants will be made by a panel of literacy experts using the published criteria. The Institute will use this information to make a minimum of one cooperative agreement award for a period of up to 3 years.

Burden Statement: The burden for this collection of information is estimated at 55 hours per response. This estimate includes the time needed to review instructions, complete the form, and review the collection of information.

Respondents: Statewide Adult Basic Education and Literacy Organizations, Regions II, III and IV.

Estimated Number of Respondents: 15.

Estimated Number of Responses Per Respondent: 1.