

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules; Availability and Request for Comments

**AGENCY:** Office of Records Services, National Archives and 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 USC 3303a(a).

**DATES:** Requests for copies must be received in writing on or before May 5, 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 Civilian Appraisal Staff (NWRC), National Archives and Records Administration, College Park, MD 20740-6001. 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-97-8). Psychiatric treatment records (neuropsychological test and interpretative reports) proposed for long-term retention.

2. Department of the Army (N1-AU-97-3). Files pertaining to membership in the Military Affiliated Radio System (MARS).

3. Department of Commerce, National Telecommunications and Information Administration (N1-417-96-2 and N1-417-96-3). Textual and audiovisual records of the National Information Infrastructure Advisory Council (NIIAC), 1994-1995.

4. Department of Justice (N1-60-96-8). Case files for Americans with Disabilities Act technical assistance grants.

5. Department of Justice, Immigration and Naturalization Service (N1-85-96-6). Denied humanitarian parole case files.

6. Department of Justice, United States Marshals Service (N1-527-97-4). Policy and procedural issuances related to internal administrative functions such as travel and procurement.

7. Department of Justice, United States Marshals Service (N1-527-97-5). Political appointee clearance files.

8. Department of Labor (N1-174-96-4). Pamphlets, notices, and other miscellaneous publications unrelated to program activities.

9. Department of State, Bureau of Intelligence and Research (N1-59-94-13). Routine, facilitative, and duplicative information in the INR Information Support System. Substantive policy records are scheduled as permanent.

10. Department of State, Bureau of Consular Affairs (N1-59-97-14). Child custody and abduction case files.

11. Department of State, Bureau of International Organization Affairs (N1-59-97-15). Extra copies, pre-production materials, and distribution records for the annual report on peacekeeping. A record set is scheduled as permanent.

12. Department of Transportation, Research and Special Programs Administration (N1-467-97-1). Hazardous Materials Program and Office of Pipeline Safety routine program and administrative files. Majority of docket and program files scheduled for permanent retention.

13. Department of Treasury, Bureau of Alcohol, Tobacco, and Firearms (N1-436-96-4). Output from the Firearms Tracing System (masterfile and supporting documentation are designated for permanent retention).

14. Defense Logistics Agency (N1-361-97-4). Complaint investigative case files already approved for disposal and International Organization for Standardization quality system records documenting such matters as audits and customer complaints.

15. Federal Emergency Management Agency (N1-311-95-3). Routine case files for cultural properties that do not lead to agreements to provide assistance to buildings and sites damaged in disasters.

16. General Services Administration (N1-269-97-1). Board of Contract Appeals case files.

17. National Counterintelligence Center (N1-220-97-4). Administrative and facilitative records (substantive program records are designated for permanent retention).

Dated: March 14, 1997.

**Michael J. Kurtz,**

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## NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

### National Endowment for the Arts; Public Partnership Panel Teleconference

Pursuant to Section 10(a)(2) of the Federal Advisory Committee Act (Public Law 92-463), as amended, notice is hereby given that a meeting of the Public Partnership Advisory Panel (Underserved Section) to the National Council on the Arts will meet on April 9, 1997. The panel will convene by teleconference from 1:00 p.m. to 4:30