

Agency: Occupational Safety and Health Administration.

Title: Grantee Quarterly Progress Report.

OMB Number: 1218-0100.

Agency Number: OSHA 171.

Recordkeeping: Records are to be retained until three years after the grant is closed out.

Affected Public: Not-for-profit institutions.

Total Respondents: 26.

Frequency: Quarterly.

Total Responses: 104.

Average Time per Response: 12 hours.

Estimated Total Burden Hours: 1,248.

Total Burden Cost (operating/maintaining): \$29,536.

Comments submitted in response to this comment request will be summarized and/or included in the request for Office of Management and Budget approval of the information collection request; they will also become a matter of public record.

Dated: May 5, 1997.

**Harvey E. Harris,**

Director, Office of Training and Education.

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BILLING CODE 4510-26-M

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules; Availability and Request for Comments

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

**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 propose the destruction of records not previously authorized for disposal, or 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 August 14, 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, 8601 Adelphi Road, 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.

**FOR FURTHER INFORMATION CONTACT:**

Michael L. Miller, Director, Records Management Programs, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, telephone (301) 713-7110.

**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. Executive Office of the President, Office of the United States Trade Representative (N1-364-97-2). Electronic and textual records created between April 24, 1986 and January 27, 1993, that are duplicative or deal with routine administrative matters. Master files of e-mail messages will be preserved.

2. Department of Commerce, International Trade Administration (N1-489-97-2). Nairobi Protocol files in hardcopy and electronic formats.

3. Department of Commerce, National Oceanic and Atmospheric Administration (N1-370-95-2). Textual and electronic records of the Alaska Groundfish Catch and Effort Data System.

4. Department of the Interior, Bureau of Land Management (N1-49-96-4). Motor Vehicle and Aircraft Maintenance Files.

5. Department of the Treasury, United States Mint (N1-104-97-2). Duplicative and fragmentary video recordings, audio recordings, and motion picture film of the Office of Public Affairs.

6. Federal Mine Safety and Health Review Commission (N1-470-96-2). Working files of the Chairman, Commissioners, and their legal counsels, and annual budget submissions and general correspondence of the Executive Director.

7. National Archives and Records Administration (N1-GRS-97-3). Semiannual expense reports for non-federally funded travel.

8. Panama Canal Commission (N1-185-97-6). Architectural and engineering records.

9. Panama Canal Commission (N1-185-97-14). Accountable Officer's records.

10. Panama Canal Commission (N1-185-97-15). Expenditure accounting records.

11. Tennessee Valley Authority (N1-142-97-13). Automated data processing administrative forms and newsletters.

Dated: June 23, 1997.

**Michael J. Kurtz,**

Assistant Archivist, for Record Services—Washington, DC.

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