

comments were due to be filed by February 24, 1999.

The Office, however, has decided to extend the deadline for filing reply comments by a period of seven days, to March 3, 1999. The Office takes this action in response to a motion to extend the reply period, given the short time to respond and the extensive comments received.

Formats

The Copyright Office will be placing reply comments on its Website (<http://lcweb.loc.gov/copyright/disted/>). Reply comments should be sent, therefore, in one of the following formats:

If by regular mail or hand delivery: Send, to the appropriate address listed above, two copies, each on a 3.5-inch write-protected diskette, labeled with the name of the person making the submission, his or her title and organization. The document itself must be in a single file in either Adobe Portable Document File (PDF) format (preferred), or in Microsoft Word Version 7.0 or earlier, or in WordPerfect Version 7 or earlier. The file name must be no longer than eight characters with a three-character extension.

If by electronic mail: Send to "disted@loc.gov" a message containing the name of the person making the submission, his or her title, organization, mailing address, telephone number, telefax number and e-mail address. The message should also identify the document clearly as either a comment or reply comment. The document itself must be sent as a MIME attachment, and must be in a single file in either Adobe Portable Document File (PDF) format (preferred), or in Microsoft Word Version 7.0 or earlier, or in WordPerfect 7 or earlier. The file name must be no longer than eight characters with a three-character extension.

Anyone who is unable to submit a comment in electronic form should submit ten paper copies by hand or by mail to the appropriate address listed above.

Dated: February 19, 1999.

Marybeth Peters,

Register of Copyrights.

[FR Doc. 99-4549 Filed 2-23-99; 8:45 am]

BILLING CODE 1410-30-P

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration, Office of Records Services—Washington, DC.

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). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when no longer needed for current Government business. They authorize the preservation of records of continuing value in the National Archives of the United States and the destruction, after a specified period, of records lacking administrative, legal, research, or other value. Notice is published 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 April 12, 1999. Once the appraisal of the records is completed, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memorandums 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: To request a copy of any records schedule identified in this notice, write to the Life Cycle Management Division (NWML), National Archives and Records Administration (NARA), 8601 Adelphi Road, College Park, MD 20740-6001. Requests also may be transmitted by FAX to 301-713-6852 or by e-mail to records.mgt@arch2.nara.gov.

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: Michael L. Miller, Director, Modern Records Programs (NWM), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Telephone: (301)713-7110. E-mail: records.mgt@arch2.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 approval, using the Standard Form (SF) 115, Request for Records Disposition Authority. 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 the records 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.

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 Commerce, Office of Executive Assistance and Management (N1-40-98-1, 2 items, 2 temporary items). Records relating to the Department of Commerce's compliance with environmental laws and regulations pertaining to such subjects as recycling, hazardous waste reporting, and procurement of environmentally preferable products. Also included are files relating to implementation of

Office of Management and Budget Circular A-76, "Competition in Contracting," consisting of management efficiency studies, correspondence, and reports concerning library and mail services, food services, loan processing, and facilities maintenance.

2. Department of Health and Human Services, Food and Drug Administration (N1-88-99-1, 1 item, 1 temporary item). User access log of visits to the agency's World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

3. Department of State, Coordinator for Counterterrorism (N1-59-96-11, 12 items, 6 temporary items). Electronic copies of chronological files, program files, research and development files, legislation files, foreign terrorist designation files, and publication files created using electronic mail and word processing. Record keeping copies are proposed for permanent retention.

4. Department of Treasury, Bureau of Alcohol, Tobacco, and Firearms (N1-436-99-1, 1 item, 1 temporary item). Online copies of directives in an automated system used between 1991 and 1997 that has not been updated. Paper copies of the directives were previously approved for permanent retention.

5. Consumer Product Safety Commission, Directorate for Epidemiology and Health Sciences (N1-424-99-1, 9 items, 6 temporary items). Input and output data for three electronic systems pertaining to injuries and investigations. The electronic master files for these systems, National Electronic Injury Surveillance System, In-depth Investigation Data Base, and Injury or Potential Injury Incidents Data Base, are proposed for permanent retention.

6. Environmental Protection Agency, Agency-wide, (N1-412-99-2, 8 items, 5 temporary items). Records pertaining to the review of environmental impact statements, particularly the **Federal Register** process. Included are electronic copies of documents created using electronic mail and word processing. Paper copies of environmental impact statements, including drafts, supplemental documents, and agency comments, are proposed for permanent retention.

7. Federal Emergency Management Agency, Response and Recovery Directorate (N1-311-99-1, 27 items, 26 temporary items). Records relating to emergency search and rescue task forces. Files pertain to selection of personnel, training, financial support, reimbursement for claims, and evaluation of readiness. Electronic copies of documents created using elec-

tronic mail and word processing are also proposed for disposal. Paper copies of logs, reports and other records relating to specific incidents and disasters are proposed for permanent retention.

8. Federal Emergency Management Agency, Chemical Stockpile Emergency Preparedness Program (N1-311-99-2, 6 items, 5 temporary items). Records created as background material for final reports on joint emergency preparedness exercises and correspondence with Federal agencies and state and local governments relating to administration and coordination of the preparedness program. Included are electronic copies of documents created using electronic mail and word processing. Paper copies of final reports on exercises, including plans, are proposed for permanent retention.

9. Federal Emergency Management Agency, Office of Human Resources Management (N1-311-99-3, 1 item, 1 temporary item). Diskettes used for transmitting payroll information to the office that prepares pay statements and checks.

10. Federal Emergency Management Agency, Office of Policy and Regional Operations (N1-311-99-4, 12 items, 10 temporary items). Correspondence, notes, and other background materials accumulated in connection with the development of agreements between the Federal Government and the states that provide for federal funding and technical assistance. Included are electronic copies of documents created using electronic mail and word processing. Paper copies of final agreements are proposed for permanent retention.

11. Martin Luther King, Jr. Federal Holiday Commission (N1-220-97-2, 27 items, 8 temporary items). Routine administrative correspondence such as form letters and requests for information, awards background files, conference planning files, and budget and financial records of the Commission's various committees. Records that document overall Commission policies, programs, activities, and events are proposed for permanent retention, including such files as correspondence of the Chair and Executive Director, speeches, press releases, and biographies of Commission members, staff planning records, legislation files, transcripts, minutes, and agendas of meetings and Commission publications.

12. National Institute of Standards and Technology, National Voluntary Laboratory Accreditation Program, (N1-167-98-1, 4 items, 4 temporary items). Records relating to the accreditation of laboratories that carry out testing and

calibration, including applications, assessment reports, and files that relate to the use of contractors in the accreditation process. A reduction in retention period is proposed for these records, which were previously approved for disposal. Also included are electronic copies of documents created using electronic mail and word processing.

Dated: February 12, 1999.

Michael J. Kurtz,

*Assistant Archivist for Record Services—
Washington, DC.*

[FR Doc. 99-4539 Filed 2-23-99; 8:45 am]

BILLING CODE 7515-01-P

NATIONAL CREDIT UNION ADMINISTRATION

Agency Information Collection Activities: Submission to OMB for Review; Comment Request

AGENCY: National Credit Union
Administration (NCUA).

ACTION: Request for comment.

SUMMARY: The NCUA is resubmitting the following information collection to the Office of Management and Budget (OMB) for review and clearance under the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. Chapter 35). This information collection is published to obtain comments from the public.

DATES: Comments will be accepted until April 26, 1999.

ADDRESSES: Interested parties are invited to submit written comments to the NCUA Clearance Officer or OMB Reviewer listed below:

Clearance Officer: Mr. James L. Baylen (703) 518-6411, National Credit Union Administration, 1775 Duke Street, Alexandria, Virginia 22314-3428, Fax No. 703-518-6433, E-mail: jbaylen@ncua.gov.

OMB Reviewer: Alexander T. Hunt (202) 395-7860, Office of Management and Budget, Room 10226, New Executive Office Building, Washington, DC 20503.

FOR FURTHER INFORMATION CONTACT: Copies of the information collection requests, with applicable supporting documentation, may be obtained by calling the NCUA Clearance Officer, James L. Baylen, (703) 518-6411.

SUPPLEMENTARY INFORMATION: Proposals for the following collections of information:

OMB Number: 3133-0141.

Form Number: N/A.

Type of Review: Extension of a currently approved collection.