

documents) and 14 (electronic mail). However, NARA has determined that a different approach to the disposition of electronic copies is needed. In 1998, the Archivist of the United States established an interagency Electronic Records Work Group to address this issue and pursuant to its recommendations, decided that agencies must submit schedules for the electronic copies of program records and administrative records not covered by the GRS. On March 25, 1999, the Archivist issued NARA Bulletin 99-04, which tells agencies what they must do to schedule electronic copies associated with previously scheduled program records and certain administrative records that were previously scheduled under GRS 20, Items 13 and 14.

Schedules submitted in accordance with NARA Bulletin 99-04 only cover the electronic copies associated with previously scheduled series. Agencies that wish to schedule hitherto unscheduled series must submit separate SF 115s that cover both recordkeeping copies and electronic copies used to create them.

In developing SF 115s for the electronic copies of scheduled records, agencies may use either of two scheduling models. They may add an appropriate disposition for the electronic copies formerly covered by GRS 20, Items 13 and 14, to every item in their manuals or records schedules where the recordkeeping copy has been created with a word processing or electronic mail application. This approach is described as Model 1 in Bulletin 99-04. Alternatively, agencies may group records by program, function, or organizational component and propose disposition instructions for the electronic copies associated with each grouping. This approach is described as Model 2 in the Bulletin. Schedules that follow Model 2 do not describe records at the series level.

For each schedule covered by this notice the following information is provided: name of the Federal agency and any subdivisions requesting disposition authority; the organizational unit(s) accumulating the records or a statement that the schedule has agency-wide applicability in the case of schedules that cover records that may be accumulated throughout an agency; the control number assigned to each schedule; the total number of schedule items; the number of temporary items (the record series proposed for destruction); a brief description of the temporary electronic copies; and citations to previously approved SF 115s or printed disposition manuals that scheduled the recordkeeping copies

associated with the electronic copies covered by the pending schedule. If a cited manual or schedule is available from the Government Printing Office or has been posted to a publicly available Web site, this too is noted.

Further information about the disposition process is available on request.

#### **Schedule Pending**

Farm Credit Administration, Agency-wide (N9-103-99-1, 28 items, 28 temporary items). Electronic copies of records created using electronic mail and word processing accumulated by the Office of the Board, the Office of Examination, the Office of General Counsel, and the Office of Resources Management as well as electronic copies relating to routine program administration accumulated by all agency components. Included are electronic copies associated with such records as rulemaking files, funding approvals, examination reference files, litigation and enforcement cases, published periodicals and studies, training materials, and criminal referrals. This schedule follows Model 1 as described in the **SUPPLEMENTARY INFORMATION** section of this notice. Recordkeeping copies of these files are included in Chapters 1, 2, 4, 5, 6, 8, and 9 of the FCA Comprehensive Records Schedule and Disposition Information manual and Disposition Jobs N1-103-87-3, N1-103-92-2, N1-103-94-8, and N1-103-96-1. The January 1995 version of the manual is available on the NARA web site (<http://ardor.nara.gov/agricult/fca/index.html>).

Dated: July 6, 1999.

#### **Geraldine Phillips,**

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

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### **NATIONAL FOUNDATION FOR THE ARTS AND THE HUMANITIES**

#### **National Endowment for the Arts**

#### **National Council on the Arts 137th Meeting**

Pursuant to section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), as amended, notice is hereby given that a meeting of the National Council on the Arts will be held on July 22, 1999 from 2:30 to 5:30 p.m. in Room 527 and on July 23, 1999 from 9 a.m. to 3:30 p.m. in Room M-09 at the Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, D.C. 20506.

The Council will meet in closed session on July 22, from 2:30 to 5:30 p.m. for discussion of National Medal of Arts nominations. In accordance with the determination of the Chairman of May 12, 1999, this session will be closed to the public pursuant to subsection (c)(4), (6) and (9)(B) of section 552b of Title 5, United States Code. The remainder of the meeting, from 9 a.m. to 3:30 p.m. on July 23, will be open to the public. Topics for discussion tentatively include: A report and discussion of issues emerging from the Planning & Stabilization Colloquia; a Research presentation on the Role of Research in Agency Planning and Demographics; a report on Millennium projects; Application Review; Challenge America 2000 and ArtsREACH 2000 Guidelines; a Design Initiative—New Public Works; the new Endowment logo for television use; Congressional and Budget updates; and general discussion.

If, in the course of discussion, it becomes necessary for the Council to discuss non-public commercial or financial information of intrinsic value, the Council will go into closed session pursuant to subsection (c)(4) of the Government in the Sunshine Act, 5 U.S.C. 552b. Additionally, discussion concerning purely personal information about individuals, submitted with grant applications, such as personal biographical and salary data or medical information, may be conducted by the Council in closed session in accordance with subsection (c)(6) of 5 U.S.C. 552b.

Any interested persons may attend, as observers, Council discussions and reviews which are open to the public. If you need special accommodations due to a disability, please contact the Office of AccessAbility, National Endowment for the Arts, 1100 Pennsylvania Avenue, NW, Washington, D.C. 20506, 202/682-5532, TTY-TDD 202/692-5429, at least seven (7) days prior to the meeting.

Further information with reference to this meeting can be obtained from the Office of Communications, National Endowment for the Arts, Washington, D.C. 20506, at 202/682-5570.

Dated: July 6, 1999.

#### **Kathy Plowitz-Worden,**

*Panel Coordinator, Office of Guidelines and Panel Operations.*

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