

inspection was done. The certification records must include the inspection date, the signature of the person conducting the inspection, and the identifier of the rope inspected. Employers must keep the certification records on file and available for inspection. The certification records provide employers, employees, and OSHA compliance officers with assurance that the ropes are in good condition.

## II. Special Issues for Comment

OSHA has a particular interest in comments on the following issues:

- Whether the proposed information-collection requirements are necessary for the proper performance of the Agency's functions, including whether the information is useful;
- The accuracy of OSHA's estimate of the burden (time and costs) of the information-collection requirements, including the validity of the methodology and assumptions used;
- The quality, utility, and clarity of the information collected; and
- Ways to minimize the burden on employers who must comply; for example, by using automated or other technological information-collection and -transmission techniques.

## III. Proposed Actions

OSHA proposes to extend the Office of Management and Budget's (OMB) approval of the collection-of-information requirements specified by its Derricks Standard (29 CFR 1910.181). The Agency will summarize the comments submitted in response to this notice, and will include this summary in its request to OMB to extend the approval of these information-collection requirements.

*Type of Review:* Extension of a currently information-collection requirement.

*Title:* Derricks Standard (29 CFR 1910.181).

*OMB Number:* 1218-0222.

*Affected Public:* Business or other for-profit; not-for-profit institutions; Federal government; State, local, or tribal governments.

*Number of Respondents:* 10,000.

*Frequency of Recordkeeping:* On occasion; monthly.

*Average Time per Response:* Varies from 3 minutes (.05 hour) to post or keep information to 15 minutes (.25 hour) to inspect rope and to prepare, maintain, and disclose a certification record.

*Total Annual Hours Requested:* 28,530.

*Total Annual Costs (O&M):* \$0.

## IV. Authority and Signature

John L. Henshaw, Assistant Secretary of Labor for Occupational Safety and Health, directed the preparation of this notice. The authority for this notice is the Paperwork Reduction Act of 1995 (44 U.S.C. 3506), and Secretary of Labor's Order No. 3-2000 (65 FR 50017).

Signed at Washington, DC, on May 30, 2002.

**John L. Henshaw,**

*Assistant Secretary of Labor.*

[FR Doc. 02-14066 Filed 6-4-02; 8:45 am]

**BILLING CODE 4510-26-M**

## NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

### Notice of Meetings

**AGENCY:** National Commission on Libraries and Information Science.

**ACTION:** Notice of meetings.

*Summary:* The U.S. National Commission on Libraries and Information Science is holding an open business meeting to discuss Commission programs and administrative matters. Topics will include discussion about the NCLIS initiative regarding the role of libraries following the September 11th terrorist attack and updates of ongoing projects.

*Date and Time:* NCLIS Business Meeting—June 27, 2002, 10 a.m. until 12 Noon.

*Address:* Conference Room, NCLIS Office, 1110 Vermont Avenue, NW., Suite 820 Washington, DC 20005.

*Status:* Open meeting.

**SUPPLEMENTARY INFORMATION:** The business meeting is open to the public, subject to space availability. To make special arrangements for physically challenged persons, contact Judith Russell, Deputy Director, 1110 Vermont Avenue, NW., Suite 820, Washington, DC 20005, e-mail [jrussell@nclis.gov](mailto:jrussell@nclis.gov) fax 202-606-9203 or telephone 202-606-9200.

*Summary:* The U.S. National Commission on Libraries and Information Science is also holding a closed meeting to review the nominations for the National Award for Library Service. Closing this meeting is in accordance with the exemption provided under 45 CFR 1703.202(a)(9).

*Date and Time:* NCLIS Closed Meeting—June 27, 2002, 8:30 a.m. until 10 a.m.

*Address:* Conference Room, NCLIS Office, 1110 Vermont Avenue, NW., Suite 820 Washington, DC 20005.

*Status:* Closed meeting.

**FOR FURTHER INFORMATION CONTACT:** Judith Russell, Deputy Director, U.S. National Commission on Libraries and Information Science, 1110 Vermont Avenue, NW., Suite 820, Washington, DC 20005, e-mail [jrussell@nclis.gov](mailto:jrussell@nclis.gov), fax 202-606-9203 or telephone 202-606-9200.

Dated: May 31, 2002.

**Robert S. Willard,**

*NCLIS Executive Director.*

[FR Doc. 02-14058 Filed 6-4-02; 8:45 am]

**BILLING CODE 7527--\$-P**

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules; Availability and Request for Comments

**AGENCY:** National Archives and Records Administration (NARA).

**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 July 22, 2002. 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 301-837-3698 or by e-mail to [records.mgt@nara.gov](mailto:records.mgt@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:**

Marie Allen, Director, Life Cycle Management Division (NWML), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Telephone: (301) 713-7110. E-mail: [records.mgt@nara.gov](mailto:records.mgt@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's 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 them 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 the Air Force, Agency-wide (N1-AFU-02-14, 103 items, 103 temporary items). Electronic copies of documents created using electronic mail and word processing that relate to command and control and to flying, missile, space, and other operations as well as electronic records that supplement or replace paper records relating to these matters that were previously approved for disposal. Records pertain to such subjects as wartime planning, Joint Chiefs of Staff communications, combat operations, search and rescue missions, space and missile operations, electronic warfare, radar, air defense and surveillance, planning for exercises and maneuvers, flight operations, aircrew management and training, aircraft utilization, air traffic control, and airfield management.

2. Department of the Air Force, Agency-wide (N1-AFU-02-15, 81 items, 81 temporary items). Electronic copies of documents created using electronic mail and word processing that relate to communications as well as electronic records that supplement or replace paper records relating to communications that were previously approved for disposal. Records relate to such subjects as systems policy and guidance, program management, general operations, telephone services, radio stations, communications security, and telecommunications service leasing.

3. Department of the Air Force, Agency-wide (N1-AFU-02-16, 93 items, 93 temporary items). Electronic copies of documents created using electronic mail and word processing that relate to Air Force health services, medical education, and the aerospace medicine program as well as electronic records that supplement or replace paper records relating to these matters that were previously approved for disposal. Records relate to such subjects as medical meetings, physical examinations, aeromedical evacuation, medical logistics, the treatment of patients, hospital accreditation, radiology, aerospace medicine programs, and bioenvironmental surveys.

4. Department of the Army, Agency-wide (N1-AU-02-13, 2 items, 1 temporary item). Electronic copies of documents created using electronic mail and word processing that relate to advanced technology assessments. Recordkeeping copies of these files are proposed for permanent retention. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

5. Department of the Army, Agency-wide (N1-AU-02-14, 2 items, 2 temporary items). Records relating to Army Reserve military technician requirement exceptions, including requests to extend active military status and exceptions to same unit and same skills requirements. Also included are electronic copies of documents created using electronic mail and word processing. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

6. Department of Defense, Defense Commissary Agency (N1-506-02-2, 26 items, 26 temporary items). Short term records relating to internal agency evaluations and the equal employment opportunity (EEO) program. Included are such records as internal reviews and supporting documentation, copies of audits conducted by the General Accounting Office, the Department of Defense Inspector General, and the Defense Contract Audit Agency, EEO instructions, and files relating to special EEO events and awards. Also included are electronic copies of documents created using electronic mail and word processing. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

7. Department of Defense, Defense Information Systems Agency (N1-371-02-4, 18 items, 16 temporary items). Inspector general records. Included are such records as routine inspection reports, inspection work papers, complaint and investigation files, internal audit files, and audit reports. Also included are electronic copies of documents created using electronic mail and word processing. Recordkeeping copies of selected inspection reports are proposed for permanent retention.

8. Department of the Interior, Office of the Secretary (N1-48-01-3, 12 items, 11 temporary items). Records relating to Year 2000 (Y2K) Computer Century Conversion activities, including policies and planning, budget matters, actions taken to protect specific systems, web pages, and electronic copies of records created using electronic mail or word processing systems. Proposed for permanent retention are Y2K

informational posters and Y2K public awareness videotapes.

9. Department of State, Bureau of Political-Military Affairs (N1-59-01-22, 30 items, 22 temporary items). Records of the Office of Defense Trade Controls relating to the regulation of the export of defense articles and services. Records include arms export case files, arms exporter license registration files, disclosure files, correspondence files, and procedures files. Also included are electronic copies of documents created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of reports on exports, international arms traffic regulations files, technical assistance to foreign countries agreement files, and compliance files. Also proposed for permanent retention is a database containing information about munitions-related items being sent to foreign countries.

10. Department of State, Bureau of Political-Military Affairs (N1-59-01-18, 14 items, 7 temporary items). Electronic copies of documents created in the Office of Plans, Policy, and Analysis using electronic mail and word processing. Proposed for retention are recordkeeping copies of files on small arms and light weapons, critical infrastructure and information security, non-lethal weapons, security assistance, land mine policy, defense planning, and defense trade.

11. Department of Transportation, Federal Motor Carrier Safety Administration (N1-557-01-1), 9 items, 9 temporary items). Inputs, master files, outputs, and system documentation pertaining to the Licensing and Insurance System, an electronic system relating to the issuance of interstate operating authority for for-hire motor carriers, freight forwarders, and property brokers. Data includes applications for operating authorities, designation of process agents, certifications of insurance, surety bonds, and cancellation notices. Also included are electronic copies of documents created using electronic mail and word processing.

12. Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms (N1-436-02-1, 4 items, 4 temporary items). Records of polygraph examinations given as part of criminal investigations or pre-employment applicant screening. This schedule reduces the retention period for employment examinations, which were previously approved for disposal. Also included are electronic copies of documents created using electronic mail and word processing.

13. Department of Veterans Affairs, Veterans Health Administration (N1-15-01-3, 10 items, 8 temporary items). Paper and electronic records used by the Environmental Agents Service to create, update, and modify records in the Agent Orange Registry, including electronic copies of records created using electronic mail and word processing. The registry is used to track patient demographics, generate hypotheses for research studies, report birth defects among veterans' children, and assist in the planning and delivery of health care services. The master data files maintained on optical disk and related documentation are proposed for permanent retention.

14. Department of Veterans Affairs, Veterans Health Administration (N1-15-01-4, 7 items, 7 temporary items). Paper and electronic records relating to the National Prosthetic Patient Database, including electronic copies of records created using electronic mail and word processing. Records include personal identifying information of patients, names of suppliers and issuers, transaction descriptions, and other information pertaining to the procurement of prosthetic devices.

15. Administrative Office of the U.S. Courts, Office of the General Counsel (N1-116-02-2, 6 items, 5 temporary items). Legal precedent reference files, tort claims files, and citizen and prisoner correspondence files. Also included are electronic copies of documents created using electronic mail and word processing. Recordkeeping copies of tort claims involving extensive litigation or widespread media attention are proposed for permanent retention. Recordkeeping copies of the legal precedent subject files were previously scheduled for permanent retention.

16. Environmental Protection Agency, Office of Prevention, Pesticides, and Toxic Substances (N1-412-01-7, 3 items, 2 temporary items). Records accumulated in connection with citizen petitions for changes to rules relating to the Toxic Substances and Control Act that have been microfilmed. Also included are electronic copies of documents created using electronic mail and word processing. Microfilm copies of records and paper records that have not been filmed are proposed for permanent retention.

Dated: May 24, 2002.

**Michael J. Kurtz,**

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

[FR Doc. 02-13862 Filed 6-4-02; 8:45 am]

**BILLING CODE 7515-01-P**

## **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

### **Advisory Committee on the Records of Congress; Meeting**

**AGENCY:** National Archives and Records Administration.

**ACTION:** Notice of meeting.

**SUMMARY:** In accordance with the Federal Advisory Committee Act, the National Archives and Records Administration (NARA) announces a meeting of the Advisory Committee on the Records of Congress. The committee advises NARA on the full range of programs, policies, and plans for the Center for Legislative Archives in the Office of Records Services.

**DATES:** June 24, 2002, from 10 a.m. to 11 a.m.

**ADDRESSES:** Whittall Pavilion, Library of Congress, Thomas Jefferson Building, Ground Floor.

**FOR FURTHER INFORMATION CONTACT:** Michael L. Gillette, Director, Center for Legislative Archives, (202) 501-5350.

#### **SUPPLEMENTARY INFORMATION:**

#### **Agenda**

Report of the task force on the Congressional Papers Roundtable Forum Legislative records outside of official custody Activities report of the Center for Legislative Archives Other current issues and new business.

The meeting is open to the public.

Dated: May 29, 2002.

**Mary Ann Hadyka,**

*Committee Management Officer.*

[FR Doc. 02-13995 Filed 6-4-02; 8:45 am]

**BILLING CODE 7515-01-P**

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

### **National Endowment for the Arts; Combined Arts Advisory Panel**

Pursuant to section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), as amended, notice is hereby given that two meetings of the Combined Arts Advisory Panel, to the National Council on the Arts, Music section (Creativity and Organizational Capacity categories) will be held at the Nancy Hanks Center, 1100 Pennsylvania Avenue, NW., Washington, DC, 20506 as follows:

*Music (A):* July 8-10, 2002, Room 714 (Creativity category). The panel will meet from 9 a.m. to 6 p.m. on July 8th and 9th and from 9 a.m. to 5:30 p.m. on July 10th. This meeting will be closed.

*Music (B):* July 22-25, 2002, Room 714 (Creativity and Organizational