

Dated: September 27, 2002.

**Richard A. Sloan,**

*Department Clearance Officer, Department of Justice, Immigration and Naturalization Service.*

[FR Doc. 02-25030 Filed 10-1-02; 8:45 am]

**BILLING CODE 4410-10-M**

## DEPARTMENT OF LABOR

### Pension and Welfare Benefits Administration

#### Teleconferences; Working Groups on Fiduciary Education and Training, Orphan Plans, and Electronic Reporting Advisory Council on Employee Welfare and Pension Benefits Plans: Notice of Meeting

Pursuant to the authority contained in Section 512 of the Employee Retirement Income Security Act of 1974 (ERISA), 29 U.S.C. 1142, the Working Groups assigned by the Advisory Council on Employee Welfare and Pension Benefit Plans to study fiduciary education and training, orphan plans, and electronic reporting will hold open public meetings consecutively, via teleconference, on Thursday, October 17, 2002, in the conference room in Suite N-5677, U.S. Department of Labor Building, Second and Constitution Avenue NW., Washington, DC 20210.

The purpose of the open meetings is for Working Group members to discuss their initial findings concerning the issues studied in preparation for drafting recommendations for the Secretary of Labor.

The teleconference meetings will begin with the Working Group on Fiduciary Education and Training at 10 a.m., followed by the Working Group on Orphan Plans at 1:30 p.m., and will conclude with the Working Group on Electronic Reporting at 3:30 p.m.

Members of the public are encouraged to file a written statement pertaining to the topics by sending 20 copies on or before October 10, 2002, to Sharon Morrissey, Executive Secretary, ERISA Advisory Council, U.S. Department of Labor, Room N-5677, 200 Constitution Avenue, NW., Washington, DC 20210. Individuals or representatives of organizations wishing to address the Working Group should forward requests to the Executive Secretary or telephone (202) 693-8668. Oral presentations will be limited to 20 minutes, but an extended statement may be submitted for the record. Individuals with disabilities who need special accommodations should contact Sharon Morrissey by October 10, 2002, at the address indicated in this notice.

Organizations or individuals may also submit statements for the record without testifying. Twenty (20) copies of such statements should be sent to the Executive Secretary of the Advisory Council at the above address. Papers will be accepted and included in the record of the meeting if received on or before October 10, 2002.

Signed at Washington, DC, this 26th day of September 2002.

**Ann L. Combs,**

*Assistant Secretary, Pension and Welfare Benefits Administration.*

[FR Doc. 02-24996 Filed 10-1-02; 8:45 am]

**BILLING CODE 4510-29-M**

## 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 November 18, 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. 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:

Larry Baume, Acting Director, Life Cycle Management Division (NWML), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Telephone: 301-837-1505. E-mail: 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 Agriculture, Foreign Agricultural Service (N1-166-02-2, 4 items, 4 temporary items)*. **Federal Register** Docket files. Included are copies of documents submitted for publication, background materials, public correspondence, and electronic copies of records created using electronic mail and word processing.

2. *Department of Justice, Drug Enforcement Administration (N1-170-02-4, 4 items, 2 temporary items)*. Inputs and outputs for an electronic system relating to clandestine laboratory seizures. The electronic data is proposed for permanent retention along with the system documentation.

3. *Department of Labor, Bureau of Labor Statistics (N1-257-01-1, 8 items, 5 temporary items)*. Inputs, extra copies of system outputs, and extra copies of documentation for the Occupational Outlook Technical Memoranda Record Files electronic system. Also included are electronic records created using electronic mail and word processing. Proposed for permanent retention are paper records that pre-date the automated system, electronic data, and system documentation.

4. *Department of the Treasury, Bureau of Public Debt (N1-53-02-12, 3 items, 3 temporary items)*. Records pertaining to such matters as interest payments on savings bonds, bank error adjustments, and miscellaneous accounting work.

5. *Department of the Treasury, Bureau of the Public Debt (N1-53-02-7), 10 items, 10 temporary items)*. Records of the Division of Accounting Services relating to financial and securities accounting, including transaction reconciliation.

6. *Department of the Treasury, Bureau of Public Debt (N1-53-02-11, 2 items, 2 temporary items)*. Records transferred from the Federal Reserve Bank of Philadelphia relating to the Federal Housing Administration Debenture Program. Included are such records as system conversion reports, daily work

envelopes, paid checks, daily summary reports, and address list updates.

7. *Department of the Treasury, Bureau of the Public Debt (N1-53-02-15, 5 items, 5 temporary items)*. Office of Chief Counsel litigation case files, weekly reports concerning legal activities, and reports to Congress and GAO concerning regulations to be published in the **Federal Register**. Also included are electronic copies of documents created using electronic mail and word processing.

8. *Department of the Treasury, Bureau of the Public Debt (N1-53-02-16, 6 items, 6 temporary items)*. Reports used by the Treasury Securities Accounting Branch to identify errors and ensure accurate reporting of the public debt. Also included are electronic copies of documents created using electronic mail and word processing.

9. *Department of the Treasury, Office of Foreign Assets Control (N1-56-02-4, 64 items, 55 temporary items)*.

Records relating to foreign assets control, including such records as an electronic tracking system for correspondence, working files, briefing papers, guidelines, case files on civil penalties, financial management files, enforcement case files, legislative materials, and licensing applications. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are such files as recordkeeping copies of blocked assets reports and the blocked assets master data file along with the related system documentation, case files relating to blocked persons and specially designated nationals, and significant subject files.

10. *Department of the Treasury, United States Mint (N1-104-00-1, 27 items, 21 temporary items)*. Facilitative records relating to the design, production, marketing, and sales of coins, medals, and other Mint products, including electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of mint product case files, numismatic advertising and promotional materials, coin and medal designs selected for final review, product summary reports, and Congressional inquiries.

11. *Department of Veterans Affairs, Veterans Health Administration (N1-15-02-4, 12 items, 12 temporary items)*. Records of the Pathology and Laboratory Medicine Service relating to such matters as general laboratory quality control, proficiency test surveys, instrument maintenance, test procedures, blood bank operations, and the donation and receipt of organs for

transplantation. Also included are electronic copies of records created using electronic mail and word processing systems. Reports that relate to individual patient care are filed in the patient's medical folder, which was previously approved for disposal 75 years after last episode of care.

12. *Administrative Office of the U.S. Courts, Office of Legislative Affairs (N1-116-02-4, 7 items, 5 temporary items)*. Inputs to and outputs of the Judicial Vacancies Listings Database and reports summarizing items in the Congressional Record that are relevant to the judiciary. Also included are electronic copies of documents created using electronic mail and word processing. The master file of the Judicial Vacancies Listings Database is proposed for permanent retention along with the related system documentation.

13. *Environmental Protection Agency, Agency-wide (N1-412-99-17, 3 items, 2 temporary items)*. Records relating to international activities and agreements, including bilateral and cooperative research agreements, correspondence, and related documentation. Also included are electronic copies of documents created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of files relating to those international activities and agreements that result in significant changes in agency policies and practices or generate great media attention.

14. *Federal Retirement Thrift Investment Board, Office of Benefits and Investments (N1-474-02-1, 3 items, 3 temporary items)*. Paper and electronic copies of records relating to loan and withdrawal policies and procedures for Federal employees covered under the Thrift Savings Plan. Also included are electronic copies of records created using electronic mail and word processing.

15. *National Archives and Records Administration, Office of Records Services "Washington, DC (N1-64-02-11, 6 items, 5 temporary items)*. Records relating to the Modern Archives Institute. Included are such files as course evaluation forms completed by participants, records relating to administrative and logistics matters, background papers accumulated by instructors, and electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of files accumulated by the Institute Director, which include such records as curriculum plans, lists of class participants, class profiles, aggregated evaluation data, and other

records which document major changes in course content and structure.

Dated: September 24, 2002.

**Michael J. Kurtz,**

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

[FR Doc. 02-24955 Filed 10-1-02; 8:45 am]

**BILLING CODE 7515-01-P**

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## NATIONAL FOUNDATION ON THE ARTS AND HUMANITIES

### Notice of Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the National Endowment for the Arts

September 26, 2002.

**AGENCY:** National Endowment for the Arts, National Foundation on the Arts and Humanities.

**ACTION:** Notice.

**SUMMARY:** The National Endowment for the Arts (Endowment) announces that its Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the National Endowment for the Arts have been posted on the Endowment Web site, [www.arts.gov](http://www.arts.gov).

**FOR FURTHER INFORMATION CONTACT:**

Hope O'Keeffe, Acting General Counsel, telephone 202-682-5418, [ogc@arts.endow.gov](mailto:ogc@arts.endow.gov). Hearing-impaired individuals may contact the Endowment by TDD/TTY at 202-682-5496.

**SUPPLEMENTARY INFORMATION:** Section 515 of the Treasury and General Government Appropriations Act for FY 2001 (Pub. L. 106-554) requires each Federal agency to publish guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of the information it disseminates. Agency guidelines must be based on government-wide guidelines issued by the Office of Management and Budget (OMB). In compliance with this statutory requirement and OMB instructions, the Endowment has posted its Information Quality Guidelines on the Endowment's Web site ([www.arts.gov](http://www.arts.gov)).

The Guidelines describe the agency's procedures for ensuring the quality of information that it disseminates and the procedures by which an affected person may obtain correction of information disseminated by the Endowment that does not comply with the Guidelines. Persons who cannot access the Guidelines through the Internet may request a paper or electronic copy by

contacting the Office of the General Counsel.

Dated: September 26, 2002.

For the National Endowment for the Arts.

**Hope O'Keeffe,**

*Acting General Counsel.*

[FR Doc. 02-24980 Filed 10-1-02; 8:45 am]

**BILLING CODE 7537-01-P**

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## NATIONAL ENDOWMENT FOR THE HUMANITIES

### Notice of Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the National Endowment for the Humanities

September 26, 2002.

**AGENCY:** National Endowment for the Humanities.

**ACTION:** Notice of availability of final guidelines.

**SUMMARY:** The National Endowment for the Humanities (NEH) announces that its Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by the National Endowment for the Humanities have been posted on the NEH Web site, <http://www.neh.gov>.

**FOR FURTHER INFORMATION CONTACT:**

Daniel C. Schneider, General Counsel, telephone 202-606-8322, [gencounsel@neh.gov](mailto:gencounsel@neh.gov). Hearing-impaired individuals may contact the NEH by TDD/TTY at 202-606-8338.

**SUPPLEMENTARY INFORMATION:** Section 515 of the Treasury and General Government Appropriations Act for FY 2001 (Pub. L. 106-554) requires each Federal agency to publish guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of the information it disseminates. Agency guidelines must be based on government-wide guidelines issued by the Office of Management and Budget (OMB). In compliance with this statutory requirement and OMB instructions, the NEH has posted its Information Quality Guidelines on the NEH's Web site (<http://www.neh.gov>).

The Guidelines describe the agency's procedures for ensuring the quality of information that it disseminates and the procedures by which an affected person may obtain correction of information disseminated by the NEH that does not comply with the Guidelines. Persons who cannot access the Guidelines through the Internet may request a paper or electronic copy by contacting the Office of the General Counsel.

*Effective Date:* October 1, 2002.

Dated: September 26, 2002.

For the National Endowment for the Humanities.

**Daniel C. Schneider,**

*General Counsel.*

[FR Doc. 02-25068 Filed 10-1-02; 8:45 am]

**BILLING CODE 7536-01-P**

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## NATIONAL LABOR RELATIONS BOARD

### Information Quality Guidelines

**AGENCY:** National Labor Relations Board.

**ACTION:** Final Guidelines.

**SUMMARY:** The National Labor Relations Board (NLRB or the Board) announces that its final Information Quality Guidelines have been posted on the NLRB Web site. Information Quality Guidelines for the Agency's Office of Inspector General are included as Appendix A to those Guidelines.

**DATES:** These Guidelines are effective October 1, 2002.

**ADDRESSES:** Submit any comments related to the NLRB's Information Quality Guidelines to the Executive Secretary, National Labor Relations Board, 1099 14th Street, NW., Washington, DC 20570. Comments may be submitted by e-mail to: [Dataquality@NLRB.gov](mailto:Dataquality@NLRB.gov) or by facsimile to (202) 273-4270.

**FOR FURTHER INFORMATION CONTACT:**

Lester A. Heltzer, Acting Executive Secretary, National Labor Relations Board, 1099 14th Street, NW., Washington, DC 20570; telephone (202) 273-1936; facsimile (202) 273-4270; e-mail to [Lester.Heltzer@NLRB.gov](mailto:Lester.Heltzer@NLRB.gov).

**SUPPLEMENTARY INFORMATION:** Section 515 of the Treasury and General Government Appropriations Act for FY 2001 (Public Law No. 106-554) requires each Federal agency to publish Guidelines for ensuring and maximizing the quality, objectivity, utility, and integrity of the information it disseminates to the public. Agency Guidelines must conform to government-wide guidelines issued by the Office of Management and Budget (OMB). In compliance with this statutory requirement and OMB instructions, the NLRB has posted its Information Quality Guidelines on the NLRB Web site ([www.NLRB.gov](http://www.NLRB.gov)) in the "Public Notices" area. The Guidelines describe the Agency's procedures for ensuring the quality of information that it disseminates to the public and the procedures by which an affected person may obtain correction of information disseminated by the NLRB that does not