

services. Included are such records as meeting and request files, electronic and paper records relating to codes, a web version of the annual summary, and electronic copies of records created using electronic mail and word processing. Electronic versions of annual data summaries and the supporting documentation are proposed for permanent retention.

3. Department of Justice, Drug Enforcement Administration (N1-170-03-2, 4 items, 3 temporary items). Electronic and paper feeder reports pertaining to weekly teletype reports sent by the Administrator to the Attorney General and agency staff summarizing significant activities and items of interest. Also included are electronic copies of records created using electronic mail and word processing. Finalized summaries maintained electronically at headquarters are proposed for permanent retention.

4. Department of Labor, Bureau of Labor Statistics (N1-257-03-1, 8 items, 7 temporary items). Survey instruments, intermediate reports, copies of publications, electronic data files of survey responses, and administrative records relating to special, one-time surveys conducted by the Office of Occupational Safety and Health Statistics. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of survey publications.

5. Department of Transportation, Federal Aviation Administration (N1-237-02-1, 3 items, 3 temporary items). Inputs, system documentation, and master files of the Substance Abuse Tracking System, which contains information about agency employees who have violated policy concerning substance abuse.

6. Department of Transportation, Federal Aviation Administration (N1-237-02-2, 2 items, 2 temporary items). Investigative case files relating to aircraft parts suspected of not meeting regulatory requirements. Also included are electronic copies of documents created using electronic mail and word processing.

7. Department of the Treasury, Office of the Treasurer (N1-56-03-5, 8 items, 7 temporary items). Correspondence, calendars, invitations, trip files, and subject files. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of speeches, testimonies, and public

appearance comments made by the Treasurer.

8. Department of the Treasury, Community Development Financial Institution (N1-56-03-2, 43 items, 36 temporary items). Records relating to the administration of the Community Development Financial Institutions Fund, including such records as application files, agreements, certification files, event and outreach files, meeting notes, working files, and other administrative materials. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of program presentations, policy formulation files, and planning records relating to expanding financial services to Native American communities.

9. Department of the Treasury, Bureau of the Public Debt (N1-53-03-4, 2 items, 2 temporary items). Auction and Issue Folders, which include paper and electronic versions of auction bid forms, Treasury Direct system reports, and allotment wires.

10. Environmental Protection Agency, Office of Prevention, Pesticides, and Toxic Substances (N1-412-02-04, 2 items, 2 temporary items). Records relating to unregistered pesticides, including such records as Foreign Purchaser Acknowledgement Statements, annual summaries from exporters, and export notice logs. Electronic copies of documents created using electronic mail and word processing are also included.

11. Environmental Protection Agency, Office of Administration and Resources Management (N1-412-03-8, 3 items, 3 temporary items). Grant and other agreement oversight records. Included are such records as correspondence, reports, policies and procedures, and other records relating to the oversight of grants and other assistance agreements for site-specific Superfund and non-Superfund programs. Electronic copies of records created using electronic mail and word processing are also included.

12. Environmental Protection Agency, Office of International Affairs (N1-412-03-10, 2 items, 2 temporary items). International travel records including such records as lists of trips and reports relating to the purpose and accomplishments of international trips. Also included are electronic copies of records created using electronic mail and word processing.

13. Peace Corps, Office of the General Counsel (N1-490-03-1, 12 items, 8 temporary items). Records relating to legislation, litigation, monetary claims, safety and security incidents, and other legal matters, including electronic

copies of records created using word processing and electronic mail. Proposed for permanent retention are recordkeeping copies of files relating to legislation, regulatory matters, and policies and procedures as well as selected litigation case files.

14. Small Business Administration, Office of Government Contracting (N1-309-03-02, 7 items, 7 temporary items). Inputs, outputs, master files, system documentation, and system backups of the Certification of Competency Automated Computer System, which relates to the certification of small businesses as competent for Federal contracts. Included are electronic copies of documents created using electronic mail and word processing.

15. Small Business Administration, Office of Entrepreneurial Development (N1-309-03-06, 8 items, 8 temporary items). Inputs, outputs, master files, system documentation, and system backups of the Entrepreneurial Development Management Information System, which tracks technical assistance provided by the agency to small business clients. Included are electronic copies of documents created using electronic mail and word processing.

Dated: March 28, 2003.

**Michael J. Kurtz,**

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

[FR Doc. 03-8301 Filed 4-4-03; 8:45 am]

BILLING CODE 7515-01-P

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## SECURITIES AND EXCHANGE COMMISSION

### Request for Public Comment

Upon Written Request, Copies Available  
From: Securities and Exchange  
Commission, Office of Filings and  
Information Services, Washington, DC  
20549.

*Extension:*

Rule 17a-6, SEC File No. 270-433, OMB  
Control No. 3235-0489.

Notice is hereby given that pursuant to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), the Securities and Exchange Commission (“Commission”) is soliciting comments on the collection of information summarized below. The Commission plans to submit this existing collection of information to the Office of Management and Budget for extension and approval.

Rule 17a-6 (17 CFR 240.17a-6) permits national securities exchanges, national securities associations, registered clearing agencies, and the

Municipal Securities Rulemaking Board (collectively, "SROs") to destroy or convert to microfilm or other recording media records maintained under Rule 17a-1, if they have filed a record destruction plan with the Commission and the Commission has declared such plan effective.

There are 26 SROs: 9 national securities exchanges, 1 national securities association, 15 registered clearing agencies, and the Municipal Securities Rulemaking Board. These respondents file no more than one record destruction plan per year, which requires approximately 160 hours for each plan. However, we are discounting that figure by a factor of 20 given our experience to date with the number of plans that have been filed. Thus, the total annual compliance burden is estimated to be 8 hours. The approximate cost per hour is \$200, resulting in a total cost of compliance for these respondents of \$1,600 per year (8 hours @ \$200 per hour).

Written comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted in writing within 60 days of this publication.

Please direct your written comments to Kenneth A. Fogash, Acting Associate Executive Director/CIO, Office of Information Technology, Securities and Exchange Commission, 450 5th Street, NW., Washington, DC 20549.

Dated: March 27, 2003.

**Margaret H. McFarland,**  
*Deputy Secretary.*

[FR Doc. 03-8303 Filed 4-4-03; 8:45 am]

BILLING CODE 8010-01-P

## SECURITIES AND EXCHANGE COMMISSION

### Sunshine Act Meetings

Notice is hereby given, pursuant to the provisions of the Government in the Sunshine Act, Pub. L. 94-409, that the Securities and Exchange Commission

will hold the following meetings during the week of April 7, 2003:

Closed meetings will be held on Tuesday, April 8, 2003, at 2:30 p.m. and Friday, April 11, 2003, at 11 a.m. An open meeting will be held on Friday, April 11, 2003, at 10 a.m. in Room 1C30, the William O. Douglas Room.

Commissioners, Counsel to the Commissioners, the Secretary to the Commission, and recording secretaries will attend the closed meetings. Certain staff members who have an interest in the matters may also be present.

Commissioner Campos, as duty officer, determined that no earlier notice thereof was possible.

The General Counsel of the Commission, or his designee, has certified that, in his opinion, one or more of the exemptions set forth in 5 U.S.C. 552b(c)(3), (5), (7), (9)(B) and (10) and 17 CFR 200.402(a)(3), (5), (7), (9)(ii) and (10), permit consideration of the scheduled matters at the closed meetings.

The subject matter of the closed meeting scheduled for Tuesday, April 8, 2003, will be:

Formal Orders of Investigation; Institution and settlement of administrative proceedings of an enforcement nature; Institution and settlement of injunctive actions.

The subject matter of the open meeting scheduled for Friday, April 11, 2003, will be:

The Commission will hear oral argument on an appeal by Monetta Financial Services, Inc. ("MFS"), a registered investment adviser, Robert S. Bacarella, the president and a director of MFS, and Richard D. Russo, an independent trustee of the Monetta Trust, from an administrative law judge's initial decision.

The law judge found that respondents violated section 17(a) of the Securities Act of 1933, section 10(b) of the Securities Exchange Act of 1934, and Exchange Act rule 10b-5. The law judge further found that Bacarella aided, abetted, and was the cause of MFS' willful violations of sections 206(1) and 206(2) of the Investment Advisers Act of 1940. The law judge ordered respondents to cease and desist from these violations; suspended Bacarella from association with any investment adviser or registered investment company for 90 days, and fined him \$100,000; suspended Russo from association with any registered investment company for 30 days, fined him \$25,000, and ordered him to pay disgorgement of \$28,823, plus prejudgment interest; and censured MFS, and fined the firm \$200,000.

The Commission will consider the following issues:

(1) Whether respondents committed the alleged violations;

(2) Whether Robert S. Bacarella aided, abetted, or was a cause of MFS' violations of section 206 of the Investment Advisers Act of 1940; and

(3) If so, whether sanctions are appropriate and in the public interest.

The subject matter of the closed meeting scheduled for April 11, 2003, will be:

### Post-argument Discussion

At times, changes in Commission priorities require alterations in the scheduling of meeting items. For further information and to ascertain what, if any, matters have been added, deleted, or postponed, please contact:

The Office of the Secretary at (202) 942-7070.

Dated: April 2, 2003.

**Jonathan G. Katz,**

*Secretary.*

[FR Doc. 03-8434 Filed 4-2-03; 4:05 pm]

BILLING CODE 8010-01-P

## SECURITIES AND EXCHANGE COMMISSION

### Sunshine Act; Meeting

**FEDERAL REGISTER CITATION OF PREVIOUS ANNOUNCEMENT:** [65 FR 15249, March 28, 2003].

**STATUS:** Closed Meeting.

**PLACE:** 450 Fifth Street, NW., Washington, DC.

**ANNOUNCEMENT OF ADDITIONAL MEETING:** Additional Meeting.

An additional Closed Meeting will be held on Friday, April 4, 2003 at 10:30 a.m.

Commissioner Campos, as duty officer, determined that no earlier notice thereof was possible.

Commissioners, the Secretary to the Commission, and certain staff members who have an interest in the matter will attend the Closed Meeting.

The General Counsel of the Commission, or his designee, has certified that, in his opinion, one or more of the exemptions set forth in 5 U.S.C. 552b(c), (5), (7) and (10) and 17 CFR 200.402(a)(5), (7) and (10), permit consideration of the scheduled matters at the Closed Meetings.

The subject matter of the Closed Meeting will be: Formal Order of Investigation.

At times, changes in Commission priorities require alterations in the scheduling of meeting items. For further information and to ascertain what, if any, matters have been added, deleted, or postponed, please contact: