

for electronic use more than six months ago. The form was made available in connection with a broadcast Equal Employment Opportunity ("EEO") rule adopted in January 2000 that was subsequently vacated as a result of a Court order. As a result of the Court's action, the prior version of Form 396 was suspended in January 2001. The current version was adopted by the *Second Report and Order*, (68 FR 670, January 7, 2003) and *Third Notice of Proposed Rule Making* (67 FR 77374, December 17, 2002) in MM Docket No. 98-204, that adopted a new broadcast EEO rule. It is substantially similar to the version adopted in January 2000.

4. In the NPRM, which announced the Commission's electronic filing requirement, the Commission recognized the need for limited waivers of this requirement in light of the "burden that electronic filing could place upon some licensees who are seeking to serve the public interest, with limited resources, and succeed in a highly competitive local environment." Such waivers will not be routinely granted and the applicant must plead with particularity the facts and circumstances warranting relief.

5. Instructions for use of the electronic filing system are available in the CDBS User's Guide which can be accessed from the electronic filing web site. Special attention should be given to the details of the applicant account registration function, form filing function, and the fee form handling procedures, if a fee is required. Failure to follow the procedures in the User's Guide may result in an application being dismissed, returned, or not considered as officially filed.

6. Internet access to the CDBS public access system at the Commission's Web site requires a user to have a browser such as Netscape version 3.04 or Internet Explorer version 3.51, or later.

7. For technical assistance using the system or to report problems, please contact the CDBS Help Desk at (202) 418-2MMB. To request additional information concerning specific broadcast applications, please call (202) 418-2700 (radio forms) or (202) 418-1600 (television forms).

#### FCC Notice Required by the Paperwork Reduction Act

8. On February 14, 2003, the Commission received approval for the information collection contained herein pursuant to the "emergency processing" provisions of the Paperwork Reduction Act of 1995 (5 CFR 1320.13). The OMB Control Number for the FCC Form 396 is 3060-0113. The annual reporting burdens for this collection of

information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data and completing and reviewing the collection of information, are estimated to be: 2,000 respondents, 1.5 hours per response per annum, for a total annual burden of 3000 hours; \$100,000 in annual costs. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to Les Smith, Federal Communications Commission, Room 1-A804, 445 12th Street, SW., Washington, DC, 20554. Please include the OMB Control Number: 3060-0113, in your correspondence. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to [lesmith@fcc.gov](mailto:lesmith@fcc.gov) or call (202) 418-0217.

9. Under 5 CFR 1320, an agency may not conduct or sponsor a collection of information unless it displays a current valid control number. No person shall be subject to any penalty for failing to comply with a collection of information subject to the Paperwork Reduction Act (PRA) that does not display a valid control number. The OMB Control Number for this collection is 3060-0120. *The forgoing Notice is required by the Paperwork Reduction Act of 1995, Public Law 104-13, October 1, 1995, 44 U.S.C. 3507.*

Federal Communications Commission.

**Marlene H. Dortch,**

*Secretary.*

[FR Doc. 03-10855 Filed 5-1-03; 8:45 am]

BILLING CODE 6712-01-P

#### FEDERAL RESERVE SYSTEM

##### Formations of, Acquisitions by, and Mergers of Bank Holding Companies

The companies listed in this notice have applied to the Board for approval, pursuant to the Bank Holding Company Act of 1956 (12 U.S.C. 1841 *et seq.*) (BHC Act), Regulation Y (12 CFR Part 225), and all other applicable statutes and regulations to become a bank holding company and/or to acquire the assets or the ownership of, control of, or the power to vote shares of a bank or bank holding company and all of the banks and nonbanking companies owned by the bank holding company, including the companies listed below.

The applications listed below, as well as other related filings required by the Board, are available for immediate inspection at the Federal Reserve Bank indicated. The application also will be

available for inspection at the offices of the Board of Governors. Interested persons may express their views in writing on the standards enumerated in the BHC Act (12 U.S.C. 1842(c)). If the proposal also involves the acquisition of a nonbanking company, the review also includes whether the acquisition of the nonbanking company complies with the standards in section 4 of the BHC Act (12 U.S.C. 1843). Unless otherwise noted, nonbanking activities will be conducted throughout the United States. Additional information on all bank holding companies may be obtained from the National Information Center Web site at [www.ffiec.gov/nic/](http://www.ffiec.gov/nic/).

Unless otherwise noted, comments regarding each of these applications must be received at the Reserve Bank indicated or the offices of the Board of Governors not later than May 27, 2003.

**A. Federal Reserve Bank of St. Louis** (Randall C. Sumner, Vice President) 411 Locust Street, St. Louis, Missouri 63166-2034:

1. *Carlinville National Bank Shares, Inc.*, Carlinville, Illinois; to acquire 100 percent of the voting shares of Cornerstone Bank & Trust, National Association, Carrollton, Illinois.

Board of Governors of the Federal Reserve System, April 28, 2003.

**Robert deV. Frierson,**

*Deputy Secretary of the Board.*

[FR Doc. 03-10824 Filed 5-1-03; 8:45 am]

BILLING CODE 6210-01-S

#### FEDERAL RETIREMENT THRIFT INVESTMENT BOARD

##### Sunshine Act Meeting

**TIME AND DATE:** 9 a.m. (EDT), May 12, 2003.

**PLACE:** 4th Floor, Conference Room, 1250 H Street, NW., Washington, DC.

**STATUS:** Parts will be open to the public and parts closed to the public.

**MATTERS TO BE CONSIDERED:** Parts Open to the Public

1. Approval of minutes of the April 28, 2003, Board member meeting.
2. Executive Director's report, including the following items:
  - a. Legislative report,
  - b. Investment report, and
  - c. Participation information.
3. Mid-year review of the Board's budget.
4. Status of new record keeping system.

##### Parts Closed to the Public

5. Discussion of litigation matters.
6. Discussion of personnel matters.

**CONTACT PERSON FOR MORE INFORMATION:** Thomas J. Trabucco, Director, Office of External Affairs, (202) 942-1640.

**Elizabeth S. Woodruff,**

*Secretary to the Board, Federal Retirement Thrift Investment Board.*

[FR Doc. 03-11056 Filed 4-30-03; 2:12 pm]

**BILLING CODE 6760-01-M**

## GENERAL SERVICES ADMINISTRATION

### Privacy Act of 1974; Proposed Revisions to a System of Records

**AGENCY:** General Services Administration.

**ACTION:** Notice of proposed revision to an existing Privacy Act system of records.

**SUMMARY:** The General Services Administration (GSA) proposes to upgrade the government-wide system of records, Contracted Travel Services Program (GSA/GOVT-4), as part of GSA's responsibility to enhance the Federal government's electronic capability. The revised system will include electronic capabilities under a proposed new contract for a government-wide electronic travel service (eTS). The procurement is expected to be completed and a contract awarded before the end of the year. With the award of the contract, a new category of travel service provider will be maintaining information in a comprehensive travel services system for travelers on official Federal business, from initial travel authorization to the final accounting. Changes to the system Privacy Act notice include: Addition of the eTS contractor(s) as a system location; new categories of records needed to accommodate the electronic processes; and inclusion of administrative requirements in the routine uses.

**DATES:** Any interested persons may submit written comments on this proposal. It will become effective without further notice on June 2, 2003, unless comments received on or before that date result in a contrary determination.

**ADDRESSES:** Comments should be submitted to the Assistant Commissioner, Office of Transportation and Property Management (FB), Federal Supply Service, General Services Administration, Crystal Mall Building 4, 1941 Jefferson Davis Highway, Arlington, VA 22202.

**FOR FURTHER INFORMATION CONTACT:** GSA Privacy Act Officer, General Services Administration, Office of the Chief

People Officer, 1800 F Street NW., Washington, DC 20405; telephone (202) 501-1452.

Dated: April 28, 2003.

**Daniel K. Cooper,**

*Director, Information Management Division.*

### GSA/GOVT-4

#### SYSTEM NAME:

Contracted Travel Services Program.

#### SYSTEM LOCATION:

System records are located at the service providers under contract with a Federal agency and at the Federal agencies using the contracts.

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals covered by the system are Federal employees authorized to perform, approve, arrange or reimburse official travel, and individuals being provided travel by the Federal government.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

System records include a traveler's profile containing: Name of individual; Social Security Number; employee identification number; home and office telephones; home address; home and office e-mail addresses; emergency contact name and telephone number; agency name, address, and telephone number; air travel preference; rental car identification number and car preference; hotel preference; current passport and/or visa number(s); credit card numbers and related information; bank account information needed for electronic funds transfer; frequent traveler account information (*e.g.*, frequent flyer account numbers); trip information (*e.g.*, destinations, reservation information); travel authorization information; travel claim information; monthly reports from travel agent(s) showing charges to individuals, balances, and other types of account analyses; and other official travel related information.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

31 U.S.C. 3511, 3512, and 3523; 5 U.S.C. chapter 57; and implementing Federal Travel Regulations (41 CFR parts 301-304).

#### PURPOSE(S):

To establish a comprehensive beginning-to-end travel services system containing information to enable travel service providers under contract to the Federal government to authorize, issue, and account for travel and travel reimbursements provided to individuals on official Federal government business.

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Information in the system may be disclosed as a routine use as follows:

a. To a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order, where agencies become aware of a violation or potential violation of civil or criminal law or regulation.

b. To another Federal agency or a court when the Federal government is party to a judicial proceeding.

c. To a Member of Congress or a congressional staff member in response to an inquiry from that congressional office made at the request of the individual who is the subject of the record.

d. To a Federal agency employee, expert, consultant, or contractor in performing a Federal duty for purposes of authorizing, arranging, and/or claiming reimbursement for official travel, including, but not limited to, traveler profile information.

e. To a credit card company for billing purposes, including collection of past due amounts.

f. To a Federal agency for accumulating reporting data and monitoring the system.

g. To a Federal agency by the contractor in the form of itemized statements or invoices, and reports of all transactions, including refunds and adjustments to enable audits of charges to the Federal government.

h. To a Federal agency, in response to its request, in connection with the hiring or retention of any employee to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

i. To an authorized appeal or grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator, or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee to whom the information pertains.

j. To the Office of Personnel Management (OPM) in accordance with the agency's responsibility for evaluation of Federal personnel management.

k. To officials of labor organizations recognized under 5 U.S.C. chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

l. To a travel services provider for billing and refund purposes.