

## II. Background

The Department of Labor, as part of its continuing effort to reduce paperwork and respondent (*i.e.*, employer) burden, conducts a preclearance consultation program to provide the public with an opportunity to comment on proposed and continuing information collection requirements in accordance with the Paperwork Reduction Act of 1995 (PRA-95) (44 U.S.C. 3506(c)(2)(A)).

This program ensures that information is in the desired format, reporting burden (time and costs) is minimal, collection instruments are clearly understood, and OSHA's estimate of the information collection burden is correct. The Occupational Safety and Health Act of 1970 (the Act) authorized information collection by employers as necessary or appropriate for enforcement of the Act or for developing information regarding the causes and prevention of occupational injuries, illnesses, and accidents (29 U.S.C. 657).

The Standard specifies several paperwork requirements. The following sections describe who uses the information collected under each requirement, as well as how they use it. The purpose of these requirements is to prevent death and serious injuries among employees by ensuring that all critical components of the crane are inspected and tested on a periodic basis and that the crane is not used to lift loads beyond its rated capacity.

- **Marking the Rated Load** (*paragraphs (b)(3) and (b)(5)*). Paragraph (b)(5) requires that the rated load be plainly marked on the side of each crane. If the crane has more than one hoist, the rated load must be marked on each hoist or the load block. The manufacturer will mark the rated loads. If the crane is modified, paragraph (b)(3) requires the new rating to be determined and marked on the crane. Reports of the rated load test are also required. This function would most likely fall to the employer. Marking the rated-load capacity of a crane ensures that employers and employees will not exceed the limits of the crane, which can result in crane failure.

- **Certification Records for Hook and Hoist Chain Inspections** (*paragraphs (j)(2)(iii), (j)(2)(iv)*). Paragraphs (j)(2)(iii) and (j)(2)(iv) require daily and monthly inspections of hooks and hoist chains, respectively. After each monthly inspection, employers are to prepare a certification record that includes the date of the inspection, the signature of the person who performed the inspection, and the serial number, or other identifier, of the inspected hook or

hoist chain. Certification records provide employers, employees, and OSHA compliance officers with assurance that the hooks and hoist chains used on cranes regulated by the Standard have been inspected as required by the Standard. These inspections help assure that the equipment is in good operating condition, thereby preventing failure of the hooks or hoist chains during material handling. These records also provide the most efficient means for the compliance officers to determine that an employer is complying with the Standard.

- **Reports or Rated Load Tests** (*paragraph (k)(2)*). Under this provision, employers must make readily available test reports of load-rating tests conducted under paragraph (b)(3) for modified cranes, and for hooks repaired as stated in paragraph (l)(3)(iii)(a) of the Standard.

These reports inform the employer, employees, and OSHA compliance officers that a rated load test was performed, providing information about the capacity of the crane and the adequacy of the repaired hook. This information is used by crane operators so that they will not exceed the rated load of the crane or hook.

- **Certification Records of Rope Inspections** (*paragraph (m)*). Paragraph (m)(1) requires employers to inspect thoroughly all running rope in use, and do so at least once a month. In addition, rope which has been idle for at least a month must be inspected before use, as prescribed by paragraph (m)(2), and a record prepared to certify that the 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.

## III. 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.

## IV. Proposed Actions

OSHA is proposing to extend the information collections requirements in the Overhead and Gantry Cranes Standard (29 CFR 1910.179). 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 currently approved information collection requirements.

*Title:* Overhead and Gantry Cranes Standard (29 CFR 1910.179).

*OMB Number:* 1218-0224.

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

*Number of Respondents:* 35,000.

*Frequency of Recordkeeping:* On occasion; monthly.

*Average Time per Response:* Varies from 5 minutes (.08 hour) to disclose certification records to 2 hours to obtain and post rated load information on cranes.

*Total Annual Hours Requested:* 360,179.

## V. 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. 5-2002 (67 FR 65008).

Signed at Washington, DC, on February 26, 2004.

**John L. Henshaw,**

*Assistant Secretary of Labor.*

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## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Agency Information Collection Activities: Proposed Collection; Comment Request

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

**ACTION:** Notice.

**SUMMARY:** NARA is giving public notice that the agency proposes to request use

of NA Form 14127, Microfilm Rental Order Form, used by customers/researchers for renting roll(s) of a microfilm publication. The public is invited to comment on the proposed information collection pursuant to the Paperwork Reduction Act of 1995.

**DATES:** Written comments must be received on or before May 3, 2004, to be assured of consideration.

**ADDRESSES:** Comments should be sent to: Paperwork Reduction Act Comments (NHP), Room 4400, National Archives and Records Administration, 8601 Adelphi Rd, College Park, MD 20740-6001; or faxed to 301-837-3213; or electronically mailed to [tamee.fechhelm@nara.gov](mailto:tamee.fechhelm@nara.gov).

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies of the proposed information collection and supporting statement should be directed to Tamee Fechhelm at telephone number 301-837-1694, or fax number 301-837-3213.

**SUPPLEMENTARY INFORMATION:** Pursuant to the Paperwork Reduction Act of 1995 (Pub. L. 104-13), NARA invites the general public and other Federal agencies to comment on proposed information collections. The comments and suggestions should address one or more of the following points: (a) Whether the proposed information collection is necessary for the proper performance of the functions of NARA; (b) the accuracy of NARA's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways, including the use of information technology, to minimize the burden of the collection of information on respondents. The comments that are submitted will be summarized and included in the NARA request for Office of Management and Budget (OMB) approval. All comments will become a matter of public record. In this notice, NARA is soliciting comments concerning the following information collection:

*Title:* Microfilm Rental Order Form.

*OMB number:* 3095-NEW.

*Agency form number:* NA Form 14127.

*Type of review:* Regular.

*Affected public:* Individuals or households.

*Estimated number of respondents:* 5,200.

*Estimated time per response:* 10 minutes.

*Frequency of response:* On occasion.

*Estimated total annual burden hours:* 867 hours.

*Abstract:* The NARA microfilm publications provides ready access to records for research in a variety of fields including history, economics, political science, law, and genealogy. NARA emphasizes microfilming groups of records relating to the same general subject or to a specific geographic area. For example, the decennial population censuses from 1790 to 1930 and their related indexes are available on microfilm. Census records constitute the vast majority of microfilmed records available currently through the rental program.

Dated: February 17, 2004.

**L. Reynolds Cahoon,**

*Assistant Archivist for Human Resources and Information Services.*

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## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Electronic Records Policy Working Group Public Meeting

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

**ACTION:** Notice of public meeting.

**SUMMARY:** The Electronic Records Policy Working Group is holding a public meeting to obtain views from the public and Federal agencies on implementing section 207(e)(1)(A) of the E-Government Act of 2002. That section calls for "the adoption by agencies of policies and procedures to ensure that chapters 21, 25, 27, 29, and 31 of title 44, United States Code, are applied effectively and comprehensively to Government information on the Internet and to other electronic records." Additional information on the Electronic Records Policy Working Group and the meeting agenda is provided in the **SUPPLEMENTARY INFORMATION** section of this notice.

**DATES:** The meeting will be held on March 30, 2004, from 1 p.m. to 4 p.m.

Because seating is limited to 200 people and we must provide a list of attendees to the building security staff in advance, you must register no later than March 26, 2004. Registrations will be taken on a first-come, first-served basis.

**ADDRESSES:** The location of the meeting is: National Capital Planning Commission, 401 9th Street, NW., Suite 500 North, Washington DC 20576.

**FOR FURTHER INFORMATION CONTACT:** Pamela Mason at 301-837-0975 or [pamela.mason@nara.gov](mailto:pamela.mason@nara.gov).

**SUPPLEMENTARY INFORMATION:** The Electronic Records Working Group was established by the Interagency Committee on Government Information (ICGI), to fulfill the requirements of subsection 207(e) of the Act, "Public Access to Electronic Information." The Working Group's members are drawn from a number of Federal agencies, with NARA as the chair. The Working Group has held several focus groups with interested stakeholders from Federal agencies, public interest groups, and professional organizations to address the following three issues:

- The definition to be used for "Government information on the Internet and other electronic records".

The operating definitions currently used by the Working Group are as follows:

*Government information on the Internet—*

- Information posted on Government Web sites,
- Information exchanged between Federal agencies,
- Information exchanged between Federal agencies and the public,
- Information exchanged between Federal agencies and other governments,
- Government-enabled Web services,
- Standard government forms,
- E-government business transactions.

*Other electronic records—*Electronic information meeting the definition of a Federal record per 44 U.S.C. 3301.

*Records include:*

- All books, papers, maps, photographs, machine readable materials, or other documentary materials,
- Regardless of physical form or characteristics,
- Made or received by an agency of the United States government:
  - Under Federal law, or
  - In connection with the transaction of public business;
  - And preserved or appropriate for preservation by that agency or its legitimate successor:
    - As evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or
    - Because of the informational value of the data in them (44 U.S.C. 3301).
    - Perceived barriers to effective management of "Government information on the Internet and other electronic records".

The operating definition of *effective management* currently used by the Working Group includes:

- Managing through the life cycle,
- Providing for accessibility and retrieval,