

activities for reemployment services and determining whether the purpose of the funds was achieved. Specific reporting is necessary to adequately evaluate the reemployment services activities separately from regular employment and training program operations and recordkeeping.

**II. Review Focus**

The Department of Labor is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including

whether the information will have practical utility;

- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submissions of responses.

**III. Current Actions**

This is a request for Office of Management and Budget (OMB) approval of an extension to an existing collection of information previously approved for activities funded through reemployment services allotments, from current end date of December 31, 2004, to a new end date of December 31, 2007.

*Type of Review:* Extension without change.

*Agency:* Employment and Training Administration.

*Title:* Reemployment Services Plan and Report.

*OMB Number:* 1205-0424

*Affected Public:* State government.

Form	Number of respondents	Responses per year	Total responses	Hours per response	Total burden hours
Annual Plan .....	54	1	54	40	2,160
Progress Report .....	54	1	54	16	864
<b>Totals .....</b>	<b>54</b>	<b>2</b>	<b>108</b>	<b>56</b>	<b>3,024</b>

*Total Respondents:* 54.  
*Frequency:* Annual.  
*Total Responses:* 108.  
*Average Time per Response:* 56 hours.  
*Total Burden Hours:* 3,024.  
*Total Burden Cost (Capital/Startup):* 0.

*Total Burden Cost (Operating/Maintaining):* \$108.

Dated: May 20, 2004.

**Grace Kilbane,**

*Administrator, Office of Workforce Investment.*

[FR Doc. 04-11993 Filed 5-26-04; 8:45 am]

**BILLING CODE 4510-30-P**

**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**

[Notice (04-071)]

**NASA Advisory Council, Planetary Protection Advisory Committee; Meeting**

**AGENCY:** National Aeronautics and Space Administration.

**ACTION:** Notice of meeting.

**SUMMARY:** In accordance with the Federal Advisory Committee Act, Pub. L. 92-463, as amended, the National Aeronautics and Space Administration announces a forthcoming meeting of the NASA Advisory Council (NAC), Planetary Protection Advisory Committee (PPAC).

**DATES:** Thursday, June 10, 2004, 8:30 a.m. to 5:30 p.m., Friday, June 11, 2004, 8:30 a.m. to 5 p.m.

**ADDRESSES:** National Aeronautics and Space Administration, 300 E Street, SW., Room 9H40, Washington, DC 20546.

**FOR FURTHER INFORMATION CONTACT:** Ms. Marian Norris, Code SB, National Aeronautics and Space Administration, Washington, DC 20546, (202) 358-4452, e-mail [mnorris@nasa.gov](mailto:mnorris@nasa.gov).

**SUPPLEMENTARY INFORMATION:** The meeting will be open to the public up to the capacity of the room. The agenda for the meeting includes the following topics:

- Mars Forward Contamination
- Missions to Outer Planets
- Sample Return Planning
- Standard Methods for Microbial Enumeration
- The Vision for Space Exploration and Planetary Protection

Attendees will be requested to sign a register and to comply with NASA security requirements, including the presentation of a valid picture ID, before receiving an access badge. Foreign nationals attending this meeting will be required to provide the following information: full name; gender; date/place of birth; citizenship; visa/green card information (number, type, expiration date); passport information (number, country, expiration date); employer/affiliation information (name of institution, address, country, phone); title/position of attendee. To expedite admittance, attendees can provide identifying information in advance by contacting Marian Norris via e-mail at [mnorris@nasa.gov](mailto:mnorris@nasa.gov) or by telephone at (202) 358-4452.

It is imperative that the meeting be held on these dates to accommodate the scheduling priorities of the key participants.

**R. Andrew Falcon,**

*Advisory Committee Management Officer, National Aeronautics and Space Administration.*

[FR Doc. 04-11941 Filed 5-26-04; 8:45 am]

**BILLING CODE 7510-01-P**

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

**Agency Information Collection Activities: Submission for OMB Review; Comment Request**

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

**ACTION:** Notice.

**SUMMARY:** NARA is giving public notice that the agency has submitted to OMB for approval the information collection described in this notice. The public is invited to comment on the proposed information collection pursuant to the Paperwork Reduction Act of 1995.

**DATES:** Written comments must be submitted to OMB at the address below on or before June 28, 2004 to be assured of consideration.

**ADDRESSES:** Comments should be electronically mailed to: [Jonathan\\_P.\\_Womer@omb.eop.gov](mailto:Jonathan_P._Womer@omb.eop.gov); or faxed to 202-395-5806, Attn: Mr. Jonathan Womer, Desk Officer for NARA.

**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. NARA published a notice of proposed collection for this information collection on March 11, 2004 (69 FR 11667 and 11668). No comments were received. NARA has submitted the described information collection to OMB for approval.

In response to this notice, 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 to minimize the burden of the collection of information on respondents, including the use of information technology. In this notice, NARA is soliciting comments concerning the following information collection:

*Title:* Item Approval Request List.

*OMB number:* 3095-0025.

*Agency form number:* NA Form 14110 and 14110A.

*Type of review:* Regular.

*Affected public:* Business or for-profit, nonprofit organizations and institutions, Federal, State and local government agencies, and individuals or households.

*Estimated number of respondents:* 2,816.

*Estimated time per response:* 15 minutes.

*Frequency of response:* On occasion.

*Estimated total annual burden hours:* 704 hours.

*Abstract:* The information collection is prescribed by 36 CFR 1254.72. The collection is prepared by researchers who cannot visit the appropriate NARA research room or who request copies of records as a result of visiting a research room. NARA offers limited provisions to obtain copies of records by mail and requires requests to be made on prescribed forms for certain bodies of records. NARA uses the Item Approval Request List form to track reproduction requests and to provide information for customers and vendors.

Dated: May 20, 2004.

**L. Reynolds Cahoon,**

*Assistant Archivist for Human Resources and Information Services.*

[FR Doc. 04-12005 Filed 5-26-04; 8:45 am]

**BILLING CODE 7515-01-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 12, 2004. 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:** You may request a copy of any records schedule identified in this notice by contacting the Life Cycle Management Division (NWML) using one of the following means:

*Mail:* NARA (NWML), 8601 Adelphi Road, College Park, MD 20740-6001.

*E-mail:* [records.mgt@nara.gov](mailto:records.mgt@nara.gov).

*FAX:* 301-837-3698.

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:** Paul M. Wester, Jr., Director, Life Cycle Management Division (NWML), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Telephone: 301-837-3120. 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.