

the land described in this order under the general mining laws prior to the date and time of restoration is unauthorized. Any such attempted appropriation, including attempted adverse possession under 30 U.S.C. 38 (2000), shall vest no rights against the United States. Acts required to establish a location and to initiate a right of possession are governed by State law where not in conflict with Federal law. The Bureau of Land Management will not intervene in disputes between rival locators over possessory rights since Congress has provided for such determinations in local courts.

Dated: September 14, 2004.

**Rebecca W. Watson,**

*Assistant Secretary—Land and Minerals Management.*

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**BILLING CODE 4310-HC-P**

## DEPARTMENT OF THE INTERIOR

### Minerals Management Service (MMS)

#### Outer Continental Shelf (OCS) Policy Committee; Notice and Agenda for Meeting

**AGENCY:** Minerals Management Service, Interior.

**ACTION:** Notice of meeting.

**SUMMARY:** The OCS Policy Committee will meet at the Holiday Inn Capitol in Washington, DC.

**DATES:** Wednesday, October 20, 2004, from 8:30 a.m. to 5 p.m. and Thursday, October 21, 2004, from 8:30 a.m. to 12 p.m.

**ADDRESSES:** The Holiday Inn Capitol Hotel, 550 C Street, SW., Washington, DC 20024, telephone (202) 479-4000.

**FOR FURTHER INFORMATION CONTACT:** Ms. Jeryne Bryant at Minerals Management Service, 381 Elden Street, Mail Stop 4001, Herndon, Virginia 20170-4187. She can be reached by telephone at (703) 787-1211 or by electronic mail at [jeryne.bryant@mms.gov](mailto:jeryne.bryant@mms.gov).

**SUPPLEMENTARY INFORMATION:** The OCS Policy Committee represents the collective viewpoint of coastal states, local government, environmental community, industry, and other parties involved with the OCS Program. It provides policy advice to the Secretary of the Interior through the Director of the MMS on all aspects of leasing, exploration, development, and protection of OCS resources.

*The agenda for Wednesday, October 20 will cover the following principal subjects:*

#### *Overview of Global Oil and Gas Situation*

This presentation will address the latest trends on oil and markets both nationally and internationally with an emphasis on how it relates to DOI's role.

#### *OCS and MMS Role in the Domestic Energy Picture*

This presentation will address MMS's mission and business practices in managing mineral resource development on the OCS.

#### *MMS Regional Issues*

The Regional Directors will highlight activities off the California and Alaska coasts and the Gulf of Mexico.

#### *Future Planning*

This presentation will address the 5-Year OCS Oil and Gas Leasing Program 2007-2012 and ways to prepare for future decision or direction of the Program.

#### *Multiple Use of Existing Infrastructure*

This presentation will address conversion of OCS oil and gas infrastructure for other uses, proposed OCS legislation and MMS's commitment to the challenge.

*The agenda for Thursday, October 21 will cover the following principal subjects:*

#### *Committee Business*

The new Committee will establish operating procedures and elect officers.

#### *U.S. Commission on Ocean Policy*

This presentation will highlight the Commission's final report and its recommendations for a national ocean policy.

The meeting is open to the public. Approximately 100 visitors can be accommodated on a first-come-first-served basis.

Upon request, interested parties may make oral or written presentations to the OCS Policy Committee. Such requests should be made no later than October 13, 2004, to Jeryne Bryant. Requests to make oral statements should be accompanied by a summary of the statement to be made. Please see **FOR FURTHER INFORMATION CONTACT** section for address and telephone number.

Minutes of the OCS Policy Committee meeting will be available for public inspection and copying at the MMS in Herndon, Virginia.

**Authority:** Federal Advisory Committee Act, P.L. No. 92-463, 5 U.S.C. Appendix 1, and the Office of Management and Budget's Circular No. A-63, Revised.

Dated: September 24, 2004.

**Thomas A. Readinger,**

*Associate Director for Offshore Minerals Management.*

[FR Doc. 04-21843 Filed 9-28-04; 8:45 am]

**BILLING CODE 4310-MR-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 November 15, 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. Further information about the disposition process is available on request.

#### Schedules Pending

(1) Department of the Air Force, Agency-wide (N1-AFU-03-23, 2 items, 2 temporary items). Test materials and other records used in agency distance learning programs. Electronic copies of records created using electronic mail and word processing are also included.

(2) Department of the Air Force, Agency-wide (N1-AFU-03-9, 10 items, 10 temporary items). Certificate management authority records required for operating a public key infrastructure for digital signatures. Included are such records as certificate practice statements, contractual agreements, system equipment configuration records, certificate and revocation requests, subscriber identity authentications, documentation of receipt and acceptance of certificates, certificate revocation lists, and security audit records. Also included are electronic copies of records created using electronic mail and word processing. The schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

(3) Department of the Army, Agency-wide (N1-AU-04-8, 3 items, 3 temporary items). Records relating to the agency's program to maximize the quality and integrity of the information it provides to the public. Included are such records as registers, routine notices, memorandums, standards, procedures, and guidelines. Also included are electronic copies of documents created using electronic mail and word processing. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

(4) Department of Transportation, Bureau of Transportation Statistics (N1-398-04-1, 3 items, 1 temporary item). First, second, and third quarter electronic data regarding passenger flights. Proposed for permanent retention are the cumulative fourth quarter data and the related documentation.

(5) Department of Transportation, Bureau of Transportation Statistics (N1-398-04-12, 5 items, 4 temporary items). Speeches and testimony given by agency officials other than the Director and Deputy Director. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of speeches and testimony by the Director

and Deputy Director. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

(6) Department of Transportation, Bureau of Transportation Statistics (N1-398-04-13, 6 items, 5 temporary items). Press release background materials and newspaper clippings. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of press releases and fact sheets. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

(7) Department of Transportation, Bureau of Transportation Statistics (N1-398-04-14, 6 items, 5 temporary items). Routine publications, promotional items, and associated working papers. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of mission-related publications and promotional items. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

(8) Department of the Treasury, Internal Revenue Service (N1-58-04-5, 7 items, 7 temporary items). Administrative files and closed legal case files accumulated in the Office of the Associate Chief Counsel (General Legal Services), including area offices in the field. Also included are electronic copies of records created using electronic mail and word processing.

(9) Department of the Treasury, Internal Revenue Service (N1-58-04-6, 1 item, 1 temporary item). Audio digital recordings and screen image captures used to randomly review the customer service provided to the public by agency taxpayer assistants.

(10) National Commission on Libraries and Information Science, Administration (N1-220-04-4, 20 items, 18 temporary items). Administrative records relating to such matters as personnel management, travel, mailing lists, delegations of authority, records management, space planning, and stationery. Also included are electronic copies of documents created using word processing and electronic mail. Proposed for permanent retention are recordkeeping copies of records relating to nominations and appointments to the Commission and the use of the Commission seal.

(11) National Commission on Libraries and Information Science, Budget and Finance (N1-220-04-5, 2 items, 1 temporary item). Electronic spreadsheets relating to budgetary and

financial matters. Proposed for permanent retention are recordkeeping copies of annual budget files.

(12) National Commission on Libraries and Information Science, Sister Library Program (N1-220-04-6, 10 items, 8 temporary items). Records relating to the Sister Library Program, including such files as applications, a database used to manage applications and contacts, and electronic copies of documents created using word processing and electronic mail. Proposed for permanent retention are recordkeeping copies of general subject files and samples of materials produced by participant libraries.

(13) National Commission on Libraries and Information Science, White House Conference on Libraries and Information Services (N1-220-04-7, 16 items, 9 temporary items). Records of the second White House Conference on Libraries and Information Sciences held during the administration of President George H. W. Bush. Included are records relating to such subjects as travel, printing, and other administrative matters, copies of informational materials, and electronic copies of records created using electronic mail and word processing. Also included are some records that both pre-date and post-date the conference. Proposed for permanent retention are recordkeeping copies of such records as program files, audiovisual materials, and hearing and open forum files.

Dated: September 20, 2004.

**Michael J. Kurtz,**

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

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**BILLING CODE 7515-01-P**

## **NATIONAL CREDIT UNION ADMINISTRATION**

### **Federal Credit Union Bylaws**

**AGENCY:** National Credit Union Administration (NCUA).

**ACTION:** Notice and request for comment.

**SUMMARY:** The NCUA Board is requesting comment on ways to update, clarify and simplify the Federal Credit Union (FCU) Bylaws. In addition, this notice requests comment on specific, suggested changes to the FCU Bylaws.

**DATES:** The NCUA must receive comments on or before November 29, 2004.

**ADDRESSES:** You may submit comments by any of the following methods. (Please send comments by one method only):

- NCUA Web site: [http://www.ncua.gov/RegulationsOpinionsLaws/proposed\\_regs/proposed\\_regs.html](http://www.ncua.gov/RegulationsOpinionsLaws/proposed_regs/proposed_regs.html). Follow the instructions for submitting comments.

- e-mail: Address to [regcomments@ncua.gov](mailto:regcomments@ncua.gov). Include “[Your name] Comments on FCU Bylaws” in the e-mail subject line.

- Fax: (703) 518-6319. Use the subject line described above for e-mail.

- Mail: Address to Mary F. Rupp, Secretary of the Board, National Credit Union Administration, 1775 Duke Street, Alexandria, Virginia 22314-3428.

- Hand Delivery/Courier: Same as mail address.

**FOR FURTHER INFORMATION CONTACT:** Chrisanthy Loizos, Staff Attorney, Office of General Counsel, National Credit Union Administration, 1775 Duke Street, Alexandria, Virginia 22314-3428 or telephone: (703) 518-6540.

#### **SUPPLEMENTARY INFORMATION:**

#### **Background**

The FCU Act requires the NCUA Board to prepare bylaws that “shall be used” by FCUs. 12 U.S.C. 1758. In 1999, the NCUA Board issued revised FCU Bylaws. 64 FR 55760 (October 14, 1999). The 1999 revision included consolidating the existing bylaws into one publication, deleting outdated and obsolete bylaws, and using plain English.

It has been five years since that revision. The NCUA Board has a policy of continually reviewing NCUA regulations to “update, clarify and simplify existing regulations and eliminate unnecessary and redundant and unnecessary provisions.” NCUA Interpretive Ruling and Policy Statement (IRPS) 87-2, Developing and Reviewing Government Regulations. As a result of NCUA’s 2003 review, the Board has decided to seek comment on the FCU Bylaws to see if there are areas needing additional revisions at this time. The Board is aware of a few provisions in the bylaws it believes should be revised and is requesting comment on the specific, suggested changes discussed below.

#### **Request for Comment**

*Article III, Section 7.* In 1999, the Board clarified in the FCU Bylaws that owners of a joint account may be members of the FCU without opening separate accounts if they each purchase at least one share. Because some FCUs may not want to allow joint owners of one account to be members, the Board is proposing to add an alternative bylaw

provision that would allow an FCU to require separate accounts for membership. An FCU would choose in its bylaws whether or not to allow joint account holders to be members without each opening a separate account. The Board proposes the following language as an alternative Section 7: “Each member must purchase and maintain at least one share in a share account that names the member as the sole or primary owner. Being named as a joint owner of a joint account is insufficient to establish membership.”

*Article IV, Section 4.* This section provides the suggested order of business at annual meetings but does not require that every item of business listed be addressed during the meeting. The Board seeks comment on whether this section should include the required items of business that FCU officials must present at the annual meeting. For instance, the annual meeting must include the election of directors to vacant seats. 12 U.S.C. 1761(a). The supervisory committee is also required to provide a summary of its annual audit report to the members either orally or in writing at the annual meeting. 12 U.S.C. 1761d; 12 CFR 715.10. An FCU that participates in the Community Development Revolving Loan Program must report on its progress of providing needed community services at its annual meeting unless it sends the information to members in a written report. 12 CFR 705.6(b). The Board seeks comment on whether annual meeting requirements like the ones noted should be added to the bylaws.

*Article V, Option A4, Sections 1 and 2.* In Section 2, the sentence “All elections are determined by plurality vote” was inadvertently omitted from the beginning of this section. We recommend including this language that is present in the other three election options.

In addition, the Board is considering changing this provision, which currently permits voting electronically, to allow for mailing all notices electronically if the member consents. This would be accomplished by: (1) Adding to Section 1 at the end of paragraph one “or the secretary may use electronic mail to notify members who have opted to receive notices or statements electronically”; (2) deleting “written” everywhere it appears in Section 1, paragraph two; and (3) adding to the end of Section 2(b) “provided, however, that electronic mail may be used to provide the notice of ballot to members who have opted to receive notices or statements electronically.”

*Article V, Option A4, Section 2(c)(2).* The Board is considering amending this