

specific cases nor were they entered as evidence in a case.

2. Department of State, Foreign Service Institute (N1-59-99-17, 124 items, 123 temporary items). Files related to training and instruction in the field of foreign affairs and foreign languages, and the provision of assistance in employment searches, retirement planning, and adjusting to life at overseas posts. Included are such records as course schedules and curricula, training evaluations, class rosters, proficiency tests, trip files, budgetary records, and statistical reports. Also included are electronic copies of documents created using electronic mail and word processing. Recordkeeping copies of policy files of the Office of the Director of the Institute are proposed for permanent retention.

3. Environmental Protection Agency, Office of Air Quality Planning and Standards (N1-412-99-8, 4 items, 2 temporary items). Software programs and input documents associated with an electronic information system that collects and stores data regarding air quality and emissions. The electronic data and related documentation are proposed for permanent retention.

4. Federal Energy Regulatory Commission, Office of Pipeline Regulation (N1-138-98-4, 1 item, 1 temporary item). Electronic copies of documents created using electronic mail and word processing associated with correspondence with gas pipeline companies. Recordkeeping copies of these files were previously approved for disposal.

5. Federal Energy Regulatory Commission, Office of Pipeline Regulation (N1-138-98-13, 1 item, 1 temporary item). Electronic copies of documents created using electronic mail and word processing related to suspension and investigations of rates, fares, charges, and practices of companies. Recordkeeping copies of these files were previously approved for disposal.

6. Federal Energy Regulatory Commission, Office of the Chief Accountant (N1-138-98-14, 1 item, 1 temporary item). Electronic copies of documents created using electronic mail and word processing related to annual financial and statistical reports from electric utilities and other hydro projects and licensees. Recordkeeping copies of these reports were previously approved for disposal.

Dated: June 1, 1999.

**Michael J. Kurtz,**

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

[FR Doc. 99-14383 Filed 6-7-99; 8:45 am]

BILLING CODE 7515-01-P

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules for Electronic Copies Previously Covered by General Records Schedule 20; Availability and Request for Comments

**AGENCY:** National Archives and Records Administration, Office of Records Services—Washington, DC.

**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.

This request for comments pertains solely to schedules for electronic copies of records created using word processing and electronic mail where the recordkeeping copies are already scheduled. (Electronic copies are records created using word processing or electronic mail software that remain in storage on the computer system after the recordkeeping copies are produced.)

These records were previously approved for disposal under General Records Schedule 20, Items 13 and 14. Pursuant to NARA Bulletin 99-04, agencies must submit schedules for the electronic copies associated with program records and administrative records not covered by the General Records Schedules. NARA invites public comments on such records schedules, as required by 44 U.S.C. 3303a(a). To facilitate review of these schedules, their availability for comment is announced in **Federal**

**Register** notices separate from those used for other records disposition schedules.

**DATES:** Requests for copies must be received in writing on or before July 23, 1999. On request, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memorandums concerning a proposed schedule. These, too, may be requested. Requesters will be given 30 days to submit comments.

Some schedules submitted in accordance with NARA Bulletin 99-04 group records by program, function, or organizational element. These schedules do not include descriptions at the file series level, but, instead, provide citations to previously approved schedules or agency records disposition manuals (see Supplementary Information section of this notice). To facilitate review of such disposition requests, previously approved schedules or manuals that are cited may be requested in addition to schedules for the electronic copies. NARA will provide the first 100 pages at no cost. NARA may charge \$.20 per page for additional copies. These materials also may be examined at no cost at the National Archives at College Park (8601 Adelphi Road, College Park, MD).

**ADDRESSES:** To request a copy of any records schedule identified in this notice, write to the Life Cycle Management Division (NWML), National Archives and Records Administration (NARA), 8601 Adelphi Road, College Park, MD 20740-6001. Requests also may be transmitted by FAX to 301-713-6852 or by e-mail to records.mgt@arch2.nara.gov.

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 and/or copies of previously approved schedules or manuals should so indicate in their request.

**FOR FURTHER INFORMATION CONTACT:** Marie Allen, Director, Life Cycle Management Division (NWML), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Telephone: (301)713-7110. E-mail: records.mgt@arch2.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 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 the records to conduct its business. Routine administrative records common to most agencies are approved for disposal in the General Records Schedules (GRS), which are disposition schedules issued by NARA that apply Government-wide.

In the past, NARA approved the disposal of electronic copies of records created using electronic mail and word processing via General Records Schedule 20, Items 13 (word processing documents) and 14 (electronic mail). However, NARA has determined that a different approach to the disposition of electronic copies is needed. In 1998, the Archivist of the United States established an interagency Electronic Records Work Group to address this issue and pursuant to its recommendations, decided that agencies must submit schedules for the electronic copies of program records and administrative records not covered by the GRS. On March 25, 1999, the Archivist issued NARA Bulletin 99-04, which tells agencies what they must do to schedule electronic copies associated with previously scheduled program records and certain administrative records that were previously scheduled under GRS 20, Items 13 and 14.

Schedules submitted in accordance with NARA Bulletin 99-04 only cover the electronic copies associated with previously scheduled series. Agencies that wish to schedule hitherto unscheduled series must submit separate SF 115s that cover both recordkeeping copies and electronic copies used to create them.

In developing SF 115s for the electronic copies of scheduled records, agencies may use either of two scheduling models. They may add an appropriate disposition for the electronic copies formerly covered by GRS 20, Items 13 and 14, to every item in their manuals or records schedules where the recordkeeping copy has been created with a word processing or electronic mail application. This approach is described as Model 1 in Bulletin 99-04. Alternatively, agencies may group records by program, function, or organizational component and propose disposition instructions for the electronic copies associated with each grouping. This approach is described as Model 2 in the Bulletin. Schedules that follow Model 2 do not describe records at the series level.

For each schedule covered by this notice the following information is provided: name of the Federal agency and any subdivisions requesting disposition authority; the organizational unit(s) accumulating the records or a statement that the schedule has agency-wide applicability in the case of schedules that cover records that may be accumulated throughout an agency; the control number assigned to each schedule; the total number of schedule items; the number of temporary items (the record series proposed for destruction); a brief description of the temporary electronic copies; and citations to previously approved SF 115s or printed disposition manuals that scheduled the recordkeeping copies associated with the electronic copies covered by the pending schedule. If a cited manual or schedule is available from the Government Printing Office or has been posted to a publicly available Web site, this too is noted.

Further information about the disposition process is available on request.

#### Schedules Pending

1. National Archives and Records Administration, Agency-wide (N9-64-99-1, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to routine program administration, committee management, and the use of free-lance editorial services. Recordkeeping copies of these files are included in Appendix 1 of the NARA Files Maintenance and Records Disposition Manual and Disposition Job N1-64-96-2. Appendix 1 is available on the NARA Web site (<http://ardor.nara.gov/nara/index.html>).

2. National Archives and Records Administration, Agency-wide (N9-64-99-2, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to general administration. Included are electronic copies of records pertaining to space requirements and other housekeeping matters, reproduction fees, the publication of **Federal Register** notices, the development of forms, the protection of security-classified information, and the management of records accumulated by NARA's component offices.

Recordkeeping copies of these files are included in Appendix 2 of the NARA Files Maintenance and Records Disposition Manual and Disposition Job N1-64-96-2. Appendix 2 is available on the NARA Web site (<http://ardor.nara.gov/nara/index.html>).

3. National Archives and Records Administration, Agency-wide (N9-64-99-3, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to personnel management. Included are electronic copies of records pertaining to such subjects as the development and implementation of automated personnel and manpower information systems, pay and leave administration, charitable contribution campaigns, and savings bond drives. Recordkeeping copies of these files are included in Appendix 3 of the NARA Files Maintenance and Records Disposition Manual. Appendix 3 is available on the NARA Web site (<http://ardor.nara.gov/nara/index.html>).

4. National Archives and Records Administration, Agency-wide (N9-64-99-4, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to budget, accounting, and financial management. Included are electronic copies of records pertaining to such subjects as the preparation of annual budget estimates and justifications, the development of operating budget plans, reimbursable agreements with other agencies, and cash management. Recordkeeping copies of these files are included in Appendix 4 of the NARA Files Maintenance and Records Disposition Manual. Appendix 4 is available on the NARA Web site (<http://ardor.nara.gov/nara/index.html>).

5. National Archives and Records Administration, Agency-wide (N9-64-99-5, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to property and procurement. Included are electronic copies of records pertaining to such subjects as general supply and services matters, the control of personal property, the maintenance of office equipment, and procurement policies. Recordkeeping copies of these files are included in Appendix 5 of the NARA Files Maintenance and Records Disposition Manual. Appendix 5 is available on the NARA Web site (<http://ardor.nara.gov/nara/index.html>).

6. National Archives and Records Administration, Agency-wide (N9-64-99-6, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to facilities. Included are electronic copies of records pertaining to such subjects as community activities, the establishment of health units, requisitions for supplies and services, sanitation and snow removal, the operation of concessions,

and the maintenance of mechanical equipment. Recordkeeping copies of these files are included in Appendix 6 of the NARA Files Maintenance and Records Disposition Manual. Appendix 6 is available on the NARA Web site (<http://ardor.nara.gov/nara/index.html>).

7. National Archives and Records Administration, Agency-wide (N9-64-99-7, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to travel and transportation. Included are electronic copies of records pertaining to the development of agency-wide travel policies, payments for transportation services involving non-routine conditions, and the issuance of official passports. Recordkeeping copies of these files are included in Appendix 7 of the NARA Files Maintenance and Records Disposition Manual.

8. National Archives and Records Administration, Agency-wide (N9-64-99-8, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to automatic data processing and word processing. Included are electronic copies of records pertaining to such subjects as the day-to-day administration of ADP programs, cost and staffing matters, and ADP training. Recordkeeping copies of these files are included in Appendix 8 of the NARA Files Maintenance and Records Disposition Manual.

9. National Archives and Records Administration, Agency-wide (N9-64-99-9, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to legislative and congressional relations. Included are electronic copies of records pertaining to the status of proposed legislation, comments on proposed legislation maintained by offices other than the office responsible for agency-wide legislative liaison, and conversations with Members of Congress and their staffs. Recordkeeping copies of these files are included in Appendix 9 of the NARA Files Maintenance and Records Disposition Manual.

10. National Archives and Records Administration, Agency-wide (N9-64-99-10, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to public information activities. Included are electronic copies of such records as press clippings about NARA, biographies of leading NARA personalities, and letters of commendation or complaint. Recordkeeping copies of these files are

included in Appendix 10 of the NARA Files Maintenance and Records Disposition Manual.

11. National Archives and Records Administration, Agency-wide (N9-64-99-11, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to legal matters, such as model copies of contracts and leases, copies of statutes and legal opinions used for reference, and files relating to potential tort claims where a claim is not formally submitted. Recordkeeping copies of these files are included in Disposition Job N1-64-96-3.

12. National Archives and Records Administration, Agency-wide (N9-64-99-12, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to audits and investigations. Included are electronic copies of records pertaining to such subjects as day-to-day administration of the audit function (excluding files on specific cases), guidance provided to auditors, determination of areas for audit, and summaries of audits. Recordkeeping copies of these files are included in Appendix 12 of the NARA Files Maintenance and Records Disposition Manual.

13. National Archives and Records Administration, Agency-wide (N9-64-99-13, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to NARA programs for the management, disposition, and storage of Federal records. Included are electronic copies of records pertaining to such subjects as the operation of agency records centers, records management workshops for staff of Federal agencies, the publication in the **Federal Register** of notices of pending records disposition schedules, and the activities of Federal Records Centers, including accessioning, disposal, and reference. Recordkeeping copies of these files are included in Appendix 13 of the NARA Files Maintenance and Records Disposition Manual.

14. National Archives and Records Administration, Agency-wide (N9-64-99-14, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to archives, presidential materials, and donated materials. Included are electronic copies of records pertaining to such subjects as the preparation and approval of annual work plans, arrangement and description projects, reference and reproduction services, the operation of

research rooms, and inspections of regional archival facilities. Recordkeeping copies of these files are included in Appendix 14 of the NARA Files Maintenance and Records Disposition Manual.

15. National Archives and Records Administration, Agency-wide (N9-64-99-15, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to the **Federal Register**. Included are electronic copies of records pertaining to such subjects as studies of **Federal Register** operations and policies, relations with Federal agencies concerning the publication of regulations, and the publication of documents, including copies of the published documents. Recordkeeping copies of these files are included in Appendix 15 of the NARA Files Maintenance and Records Disposition Manual.

16. National Archives and Records Administration, Agency-wide (N9-64-99-16, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to public programs. Included are electronic copies of records pertaining to such subjects as interpretive programs at NARA facilities, the National Archives volunteer program, museum shop operations, educational and training programs, and the preparation and sale of publications. Recordkeeping copies of these files are included in Appendix 16 of the NARA Files Maintenance and Records Disposition Manual.

17. National Archives and Records Administration, National Historical Publications and Records Commission (N9-64-99-17, 2 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that relate to the National Historical Publications and Records Commission. Included are electronic copies of records pertaining to such subjects as Commission meetings, annual reports, grants, and training in documentary editing. Recordkeeping copies of these files are included in Appendix 17 of the NARA Files Maintenance and Records Disposition Manual.

18. National Archives and Records Administration, Agency-wide (N9-64-99-18, 2 items, 2 temporary items). Electronic copies created using electronic mail and word processing that relate to the National Archives Trust Fund. Included are electronic copies of records pertaining to such subjects as annual reports of the Trust Fund, service orders, and the deposit of monies received. Recordkeeping copies

of these files are included in Appendix 18 of the NARA Files Maintenance and Records Disposition Manual.

Dated: May 21, 1999.

**Geraldine Phillips,**

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

[FR Doc. 99-14382 Filed 6-7-99; 8:45 am]

BILLING CODE 7515-01-P

## **NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES**

### **National Endowment for the Arts**

#### **Combined Arts Advisory Panel; Notice of Correction**

This is to announce a correction to the meeting notice for the Combined Arts Advisory Panel, Design section, published in the **Federal Register** on Friday, May 14, 1999. The open session, previously announced as being from 10:45 a.m. to 4 p.m. on June 25th, will, instead, be held from 12:45 p.m. to 4 p.m. on June 25th.

Dated: May 28, 1999.

**Kathy Plowitz-Worden,**

*Panel Coordinator.*

[FR Doc. 99-14380 Filed 6-7-99; 8:45 am]

BILLING CODE 7537-01-M

## **NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES**

### **National Endowment for the Arts; Combined Arts Advisory Panel**

Pursuant to Section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), as amended, notice is hereby given that two meetings of the Combined Arts Panel, Music Section (Creation & Presentation and Planning & Stabilization categories) to the National Council on the Arts will be held in Room 716 at the Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, D.C., 20506. The meetings will be held on July 6-9, 1999 and July 13-16, 1999. The first panel will meet from 9:00 a.m. to 5:30 p.m. on July 6-8, and from 9:00 a.m. to 3:30 p.m. on July 9th. The second panel will meet from 9:00 a.m. to 5:30 p.m. on July 13-15, and from 9:00 a.m. to 4:00 p.m. on July 16th. A portion of each meeting, from 1:30 p.m. to 3:30 p.m. on July 9th and from 2:00 p.m. to 4:00 p.m. on July 16th, will be open to the public for policy discussions.

The remaining portions of this meeting, from 9:00 a.m. to 5:30 p.m. on July 6-8 and July 13-15, from 9:00 a.m. to 1:30 p.m. on July 9th, and from 9:00 a.m. to 2:00 p.m. on July 16th, are for

the purpose of Panel review, discussion, evaluation, and recommendation on applications for financial assistance under the National Foundation on the Arts and the Humanities Act of 1965, as amended, including information given in confidence to the agency by grant applicants. In accordance with the determination of the Chairman of May 12, 1999, these sessions will be closed to the public pursuant to (c)(4)(6) and (9)(B) of section 552b of Title 5, United States Code.

Any person may observe meetings, or portions thereof, of advisory panels which are open to the public, and, if time allows, may be permitted to participate in the panel's discussions at the discretion of the panel chairman and with the approval of the full-time Federal employee in attendance.

If you need special accommodations due to a disability, please contact the Office of AccessAbility, National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, 202/682-5532, TDY-TDD 202/682-5496, at least seven (7) days prior to the meeting.

Further information with reference to this meeting can be obtained from Ms. Kathy Plowitz-Worden, Office of Guidelines & Panel Operations, National Endowment for the Arts, Washington, D.C., 20506, or call 202/682-5691.

Dated: May 26, 1999.

**Kathy Plowitz-Worden,**

*Panel Coordinator, Panel Operations, National Endowment for the Arts.*

[FR Doc. 99-14400 Filed 6-7-99; 8:45 am]

BILLING CODE 7537-01-M

## **NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES**

### **National Endowment for the Arts; Leadership Initiatives Advisory Panel**

Pursuant to Section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), as amended notice is hereby given that a meeting of the Leadership Initiatives Advisory Panel to the National Council on the Arts will be held on June 21, 1999. The panel will meet from 3:00 p.m. to 4:00 p.m. via teleconference from room 704 at the Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, D.C., 20506.

This meeting is for the purpose of Panel review, discussion, evaluation, and recommendations on financial assistance under the National Foundation on the Arts and the Humanities Act of 1965, as amended, including information given in confidence to the agency. In accordance with the determination of the Chairman

of May 12, 1999, these sessions will be closed to the public pursuant to subsection (c)(4), (6) and (9)(B) of section 552b of Title 5, United States Code.

Further information with reference to this meeting can be obtained from Ms. Kathy Plowitz-Worden, Panel Coordinator, National Endowment for the Arts, Washington, D.C. 20506, or call (202) 682-5691.

Dated: June 1, 1999.

**Kathy Plowitz-Worden,**

*Panel Coordinator, National Endowment for the Arts.*

[FR Doc. 99-14399 Filed 6-7-99; 8:45 am]

BILLING CODE 7537-01-M

## **NUCLEAR REGULATORY COMMISSION**

### **Seeks Qualified Candidates for the Advisory Committee on Reactor Safeguards**

**AGENCY:** Nuclear Regulatory Commission.

**ACTION:** Request for résumés.

**SUMMARY:** The U.S. Nuclear Regulatory Commission (NRC) is seeking qualified candidates for appointment to its Advisory Committee on Reactor Safeguards (ACRS).

**ADDRESSES:** Submit résumés to: Ms. Jude Himmelberg, Office of Human Resources, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

**FOR APPLICATION MATERIALS, CALL:** 1-800-952-9678. Please refer to Announcement Number 9999901.

**SUPPLEMENTARY INFORMATION:** Congress established the ACRS to provide the NRC with independent expert advice on the safety of existing and proposed reactor facilities and on the adequacy of the proposed reactor safety standards. At present, the ACRS places emphasis on reviewing several matters, including: safety issues associated with the operation of 104 commercial nuclear units in the United States; risk-informed regulatory approach; license renewal applications; risk-informed revisions to 10 CFR part 50; revisions to the NRC Safety Goal Policy Statement; plant-specific application of Safety Goals; and application of revised source term to operating plants.

The ACRS membership includes individuals from national laboratories, academia, and industry who possess specific technical expertise along with a broad perspective in addressing safety concerns. The ACRS members are selected from a variety of engineering