

a.m. and 4:45 p.m., Monday through Friday.

**FOR FURTHER INFORMATION CONTACT:** Rubenia Carter, (202) 268-4872.

**SUPPLEMENTARY INFORMATION:** To more effectively manage leave, the Postal Service will collect and maintain leave type and attendance information in a fashion that will make this information readily accessible to first-line supervisors and managers when needed to make informed decisions that affect their employees. This information will be used by management to ensure accurate leave data collection, to monitor leave usage, to reduce administrative redundancy, and to monitor the health and wellness of employees.

Maintenance of these records is not expected to have a significant effect on individual privacy rights. The information will be kept in a secured environment, with automated data processing (ADP), physical, and administrative security, and technical software applied to information on computer media. Computers and hard copy records are maintained in a secured environment.

Pursuant to 5 U.S.C. 552a(e)(11), interested persons are invited to submit written data, views, or arguments on this proposal. A report on the following proposed system has been sent to Congress and to the Office of Management and Budget for their evaluation.

#### USPS 170.020

##### SYSTEM NAME:

Resource Management/Productivity Records—Resource Management Database, USPS 170.020.

##### SYSTEM LOCATION:

Human Resources and Operations, Headquarters; and other postal facilities as determined by management.

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

Postal employees.

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

Records contain, but are not limited to, the employee's name, home address, telephone, pay location, work hours, overtime status, lunch time, leave balance and usage-sick and annual leave, continuation of pay, sick leave for dependent care, family medical leave and supporting documentation—leave without pay, limited medical information, and information concerning corrective action and grievance outcomes as they relate to leave usage.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** 39 U.S.C. 401, 1001, 1003, 1005, and 5 U.S.C. 8339.

##### PURPOSE(S):

Use to establish effective leave administration, analyze employee absences of all types, identify potential attendance problems, and identify employees eligible for attendance-related awards.

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

General routine use statements a, b, c, d, e, f, g, h, j, k, l, and m listed in the prefatory statement at the beginning of the Postal Service's published system notices apply to this system.

##### POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

###### STORAGE:

Paper records are maintained in locked file cabinets and computer files on magnetic tape or disk in automated office equipment.

###### RETRIEVABILITY:

By the employee's name or social security number.

###### SAFEGUARDS:

Access to information in computer files is limited to personnel having an authorized computer password with hierarchical security clearance privileges. Hard copy records are maintained within locked file cabinets under the general scrutiny of designated postal personnel who have jurisdiction over the information. Supporting Family Medical Leave documentation containing restricted medical information will be maintained separately in a locked file cabinet by the FMLA coordinator, and supporting injury compensation documentation will be maintained separately in a locked file cabinet by the Injury Compensation Control Office.

###### RETENTION AND DISPOSAL:

(a) Hard copy records, including leave slips and leave analysis records, are maintained for 2 years from date of cutoff.

(b) Automated information including absence-related corrective action and disciplinary information is maintained as provided for in the National Agreement.

###### SYSTEM MANAGER(S) AND ADDRESS:

Senior Vice President, Operations, U.S. Postal Service, 475 L'Enfant Plz. SW, Washington DC 20260-2700.

Senior Vice President, Human Resources, U.S. Postal Service, 475

L'Enfant Plz. SW, Washington DC 20260-4200.

##### NOTIFICATION PROCEDURE:

Individuals wanting to know whether information about them is maintained in this system of records must address inquiries to the department or facility head where employed at the time of reporting. Inquiries should contain full name and social security number.

##### RECORD ACCESS PROCEDURES:

Requests for access must be made in accordance with the Notification Procedure above and the Postal Service Privacy Act regulations regarding access to records and verification of identity under 39 CFR 266.6.

##### CONTESTING RECORD PROCEDURES:

See Notification Procedure and Record Access Procedures above.

##### RECORD SOURCE CATEGORIES:

Information is provided primarily by the record subject; however, some data may be obtained from personnel, leave, and timekeeping and other postal data systems of records.

Stanley F. Mires,

Chief Counsel, Legislative.

[FR Doc. 00-19577 Filed 8-1-00; 8:45 am]

BILLING CODE 7710-12-P

## RAILROAD RETIREMENT BOARD

### Proposed Collection; Comment Request

**SUMMARY:** In accordance with the requirement of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995 which provides opportunity for public comment on new or revised data collections, the Railroad Retirement Board (RRB) will publish periodic summaries of proposed data collection.

*Comments are invited on:* (a) Whether the proposed information collection is necessary for the proper performance of the functions of the agency, including whether the information has practical utility; (b) the accuracy of the RRB's estimate of the burden of the collection of the information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden related to the collection of information on respondents, including the use of automated collection techniques for other forms of information technology.

*Title and purpose of information collection:*

Application for Survivor Insurance Annuities: OMB 3220-0030

Under Section 2(d) of the Railroad Retirement Act (RRA), monthly survivor

annuities are payable to surviving widow(er)s, parents, unmarried children, and in certain cases, divorced wives (husbands), mothers (fathers), remarried widow(er)s, and grandchildren of deceased railroad employees. The collection obtains the information required by the RRB to determine entitlement to and amount of the annuity applied for.

The RRB currently utilizes Form(s), AA-17, Application for Widow(ers) Annuity, AA-17b Applications for Determination of Widow(er) Disability, AA-18, Application for Mother's/Father's and Child's Annuity, AA-19, Application for Child's Annuity, AA-19a, Application for Determination of Child Disability, and AA-20, Application for Parent's Annuity to

obtain the necessary information. One response is requested of each respondent. Completion is required to obtain benefits. The RRB is proposing no changes to any of the forms currently in the information collection.

The RRB is proposing the addition of an electronic equivalent of Forms AA-17, AA-18, AA-19, and AA-20 to the collection. The information, which will be collected electronically by RRB field office staff, will mirror that obtained on manual forms AA-17, AA-18, AA-19, and AA-20. Upon completion of the electronic AA-17, AA-18, AA-19, and AA-20 application process, the applicant will receive Form AA-17cert, Application Summary and Certification, which will summarize all of the information provided by/or verified by

the applicant. Implementation of the AA-17cert will largely eliminate the need for the manual versions of the AA-17, AA-18, AA-19, and AA-20.

However, the RRB will still use the manual form in instances where the RRB representative is unable to contact the applicant in person or by telephone. For example, the applicant lives in another country. The RRB has no plans to collect Form AA-17b and AA-19a information electronically at the present time. One response will be requested of each respondent. Completion will be required to obtain benefits.

#### *Estimate of Annual Respondent Burden*

The estimated annual respondent burden is as follows:

Form Nos.	Annual responses	Time (min)	Burden (hrs)
AA-17 (manual, without assistance) .....	150	45	113
AA-17b (with assistance) .....	380	40	253
AA-17b (without assistance) .....	20	50	17
AA-17cert .....	3,265	20	1,088
AA-18 (manual, without assistance) .....	12	45	9
AA-19 (manual, without assistance) .....	9	45	7
AA-19a (with assistance) .....	285	45	214
AA-19a (without assistance) .....	15	65	16
AA-20 (manual, without assistance) .....	1	45	1

#### **ADDITIONAL INFORMATION OR COMMENTS:**

To request more information or to obtain a copy of the information collection justification, forms, and/or supporting material, please call the RRB Clearance Officer at (312) 751-3363. Comments regarding the information collection should be addressed to Ronald J. Hodapp, Railroad Retirement Board, 844 N. Rush Street, Chicago, Illinois 60611-2092. Written comments should be received within 60 days of this notice.

**Chuck Mierzwa,**

*Clearance Officer.*

[FR Doc. 00-19513 Filed 8-1-00; 8:45 am]

BILLING CODE 7905-01-M

#### **SECURITIES AND EXCHANGE COMMISSION**

[Rule 17f-6; SEC File No. 270-392; OMB Control No. 3235-0447]

#### **Proposed Collection; Comment Request**

Upon Written Request, Copies Available From: Securities and Exchange Commission, Office of Filings and Information Services, Washington, D.C. 20549.

Notice is hereby given that, pursuant to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), the Securities and Exchange Commission (the "Commission") is soliciting comments on the collection of information summarized below. The Commission plans to submit this existing collection of information to the Office of Management and Budget for extension and approval.

Rule 17f-6 under the Investment Company Act of 1940 [17 CFR 270.17f-6] permits registered investment companies ("funds") to maintain assets (*i.e.*, margin) with futures commission merchants ("FCMs") in connection with commodity transactions effected on both domestic and foreign exchanges.<sup>1</sup> Prior to the rule's adoption, funds generally were required to maintain these assets in special accounts with a custodian bank.

Rule 17f-6 permits funds to maintain their assets with FCMs that are registered under the Commodity Exchange Act ("CEA") and that are not affiliated with the fund. The rule requires that a written contract

containing the following provisions govern the manner in which the FCM maintains a fund's assets:

- The FCM must comply with the segregation requirements of section 4d(2) of the CEA [7 U.S.C. 6d(2)] and the rules under that statute [17 CFR Chapter I] or, if applicable, the secured amount requirements of rule 30.7 under the CEA [17 CFR 30.7];

- If the FCM places the fund's margin with another entity for clearing purposes, the FCM must obtain an acknowledgment from the clearing organization that the fund's assets are held on behalf of the FCM's customers in accordance with provisions under the CEA; and

- Upon request the FCM must furnish records about the fund's assets to the Commission or its staff.

The rule requires a written contract that contains certain provisions to ensure important safeguards and other benefits relating to the custody of fund assets by FCMs. For example, the requirement that FCMs comply with the segregation or secured amount requirements of the CEA and the rules under that statute is designed to protect fund assets held by FCMs. The contract requirement that an FCM obtain an acknowledgment from an entity that clears fund transactions that the fund's assets are held on behalf of the FCM's

<sup>1</sup> Custody of Investment Company Assets With Futures Commission Merchants and Commodity Clearing Organizations, Investment Company Act Release No. 22389 (Dec. 11, 1996) [61 FR 66207 (Dec. 17, 1996)].