

establishment of the Advisory Committee on Anthropogenic Sound and Marine Mammals, which would undertake a policy dialogue to review available information, identify research needs, and recommend management actions and strategies. The Commission has contracted with a team of third-party neutral facilitators who will assess the feasibility of establishing the Committee and will examine options for the format of the dialogue. The Commission will make its final determination on the need for establishing a federal advisory committee after the facilitators submit their feasibility report in November 2003. If the Commission determines that it is necessary and desirable to proceed under the Federal Advisory Committee Act, the Commission, in consultation with the contracted facilitators, will select and appoint Committee members to represent the following stakeholder and interest groups:

- Entities whose activities introduce anthropogenic sounds into the marine environment, including the academic research community, industry (shipping, oil and gas exploration, etc.), and government agencies;
- Non-governmental organizations, including environmental groups;
- Scientists with pertinent expertise; and
- Government agencies that manage or otherwise affect marine mammals.

The Commission will seek a balanced representation among interested parties. Committee members will be expected to have a high level of interest or expertise concerning the impacts of sound on marine mammals and other components of the marine environment. Additional criteria considered when selecting Committee members may include:

- Ability to attend Committee meetings;
- Decision-making authority;
- Ability to represent a constituency and communicate effectively with constituents whose interests they represent;
- Experience in collaborative policy dialogue or negotiation; and
- Likelihood of being affected by the outcome.

Dated: October 15, 2003.

David Cottingham,
Executive Director.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Privacy Act of 1974, as Amended; System of Records Notices

AGENCY: National Archives and Records Administration (NARA).

ACTION: Notice to add a new Privacy Act system of records and modify an existing system of records.

SUMMARY: The National Archives and Records Administration (NARA) proposes to add a system of records notice to its existing inventory of systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. In this notice, NARA publishes NARA 37—Order Online! (NARA Online Ordering System), for comment. NARA also proposes to expand coverage in one of its existing systems, NARA 25—Order Fulfillment and Accounting System Records (OFAS), to include transmittal data received from NARA Online! (NARA Online Ordering System). Last, an obsolete reference is deleted from Appendix B, which lists NARA's system managers.

EFFECTIVE DATES: The establishment of the new system NARA 37 and changes to the existing system NARA 25 will become effective without further notice on November 20, 2003, unless comments received on or before that date cause a contrary decision. If changes are made based on NARA's review of comments received, a new final notice will be published.

ADDRESSES: Send comments to the Privacy Act Officer, Office of General Counsel (NGC), Room 3110, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD, 20740-6001. You may fax your comments to 301-837-0293. You may also comment via the Internet to comments@nara.gov.

FOR FURTHER INFORMATION CONTACT: Ramona Branch Oliver, Privacy Act Officer, 301-837-2024 (voice) or 301-837-0293 (fax).

SUPPLEMENTARY INFORMATION: NARA last published a comprehensive set of Privacy Act system notices in the *Federal Register* on April 2, 2002 (67 FR 15592). NARA published two additional systems; NARA 35 and NARA 36, in the *Federal Register* on October 17, 2002 (67 FR 64142).

NARA is proposing to add NARA 37—Order Online! (NARA Online Ordering System) to its existing inventory of systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended. NARA 37 covers persons who order NARA products (e.g.

reproductions of NARA archival materials) online. NARA is also proposing to expand coverage in one of its existing systems, NARA 25—Order Fulfillment and Accounting System Records (OFAS), to include transmittal data received from NARA Online!

The notice for each of the two systems of records states the following:

- Name and the location of the record system;
- Authority for and manner of its operation;
- Categories of individuals that it covers;
- Types of records that it contains;
- Sources of information in these records;
- Proposed "routine uses" of each system of records; and
- Business address of the NARA official who will inform interested persons of the procedures they must follow to gain access to and correct records pertaining to themselves.

Last, a reference to an obsolete NARA unit is deleted from Appendix B, which lists NARA's systems managers. Appendix A, which identifies routine uses of NARA's systems of records, remains unchanged.

One of the purposes of the Privacy Act, as stated in section 2(b)(4) of the Act, is to provide certain safeguards for an individual against an invasion of personal privacy by requiring Federal agencies to disseminate any record of identifiable personal information in a manner that assures that such action is for a necessary and lawful purpose, that information is current and accurate for its intended use, and that adequate safeguards are provided to prevent misuse of such information. NARA intends to follow these principles in transferring information to another agency or individual as a "routine use", including assurance that the information is relevant for the purposes for which it is transferred.

Dated: October 16, 2003.

John W. Carlin,

Archivist of the United States.

Accordingly, we are publishing the proposed new system of records notice NARA 37 and the revised system of records notice NARA 25 as follows:

NARA 37

SYSTEM NAME:

Order Online! (NARA Online Ordering System).

SYSTEM LOCATION:

Order Online! is located in the data center at the National Archives and Records Administration in College Park, MD.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals covered by this system include researchers who order reproductions of NARA archival materials at <http://www.archives.gov>.

CATEGORIES OF RECORDS IN THE SYSTEM:

Order Online records may include: user login data (*i.e.*, user ID and password; User Profile Data (*e.g.*, name, address, phone number); credit card payment data (*e.g.*, card type, card number, expiration date); reproduction order form data (*e.g.*, detailed information describing the requested archival record); and transaction data (*e.g.*, system-generated order identification information such as order number, order date, order type).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2116(c), 2307 and 3504.

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

Records maintained in the system are used only for order entry, order validation, order processing, payment processing, and order fulfillment. The public may use the Order Online! system to complete and submit a reproduction order to NARA. Each night, Order Online! submissions are sent to NARA's Order Fulfillment and Accounting System (OFAS—NARA 25) via an automated XML (extensible markup language) interface that operates within NARA's secure internal network.

Order Online! maintains profile data (*e.g.*, name, address, phone number) for researchers who initiate orders of reproductions. The profile data is used to automatically complete the payment and/or shipping address sections of the order form so that customers do not have to manually re-enter the information. Neither NARA nor its agents use Order Online! customer profile data for other purposes.

The routine use statements A, E, and F, described in Appendix A apply to this system of records. Appendix A was published in the **Federal Register** on April 2, 2002 (67 FR 15592).

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

Electronic records.

RETRIEVABILITY:

Information in the Order Online! records may be retrieved by the NARA customer using his or her user ID and password. Also, summary order data (order number, master number [OFAS order number]), status (*e.g.*, received,

processing, shipped, cancelled) and submission date may be retrieved by the customer or the NARA customer service agent using the order number.

SAFEGUARDS:

Access to the data center that houses the Order Online! system is restricted to approved systems administrators and, with the exception of a limited number of operations staff, is limited to normal business hours. Electronic records are accessible only on a "need to know basis" using controlled logins and passwords from terminals located in attended offices. Credit card information is compartmentalized so that it is available only to those NARA employees responsible for posting and billing credit card transactions. The National Archives at College Park has 24-hour security guards, controlled entrances, and electronic surveillance.

RETENTION AND DISPOSAL:

Order Online! records are temporary records and are destroyed in accordance with the disposition instructions in the NARA records schedule contained in FILES 203, the NARA Files Maintenance and Records Disposition Manual. Individuals may request a copy of the disposition instructions from the NARA Privacy Act Officer.

SYSTEM MANAGER(S) AND ADDRESS:

The system manager for Order Online! records is: Assistant Archivist for Records Services—Washington, DC (NW). The address for this location is listed in Appendix B following the NARA notices.

NOTIFICATION PROCEDURE:

Individuals interested in inquiring about their records are to notify the NARA Privacy Act Officer at the address listed in Appendix B following the NARA notices.

RECORD ACCESS PROCEDURES:

Individuals who wish to gain access to their records are to submit their request in writing to the NARA Privacy Act Officer at the address listed in Appendix B.

CONTESTING RECORD PROCEDURES:

NARA rules for contesting the contents and appealing initial determinations are found in 36 CFR part 1202.

RECORD SOURCE CATEGORIES:

Information in Order Online! records is obtained from NARA customers, employees or agents who are involved in the order process, and General Services Administration (GSA) employees who process refunds.

NARA 25**SYSTEM NAME:**

Order Fulfillment and Accounting System Records (OFAS).

SYSTEM LOCATION:

OFAS records are maintained in organizational units in the following Washington, DC, area locations:

- Office of Records Services—Washington, DC;
- Office of Presidential Libraries;
- Office of the Federal Register;
- Office of Regional Records Services; and
- National Archives Trust Fund Division.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals covered by this system include: researchers who order reproductions at Washington, DC, area and regional records services facilities or online at www.archives.gov; and customers who order NARA inventory items, such as microform and printed publications, mementos, and other specialty products from catalogues and other marketing publications.

CATEGORIES OF RECORDS IN THE SYSTEM:

OFAS records may include: Catalogue order forms; other ordering forms; correspondence; copies of checks, money orders, credit card citations, and other remittances; invoices; and order and accounting information in the electronic system. These records may contain some or all of the following information about an individual: Name, address, telephone number, record(s) or item(s) ordered, and credit card or purchase order information. OFAS records also include user profile data, reproduction order form data, transaction data, and credit card payment data transmitted from Order Online! (NARA Online Ordering System—NARA 37) via an automated XML (extensible markup language) interface that operates within NARA's secure internal network.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

44 U.S.C. 2116(c) and 2307.

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

NARA maintains OFAS records on individuals to: receive, maintain control of, and process orders for reproductions of archival records and other fee items; bill customers for orders; maintain payment records for orders; process refunds; and provide individuals information on other NARA products.

Customer order information may be initially disclosed to a NARA agent, a

bank that collects and deposits payments in a lockbox specifically used for crediting order payments to the National Archives Trust Fund. NARA may disclose certain order information to contractors acting as NARA agents that make reproductions of archival records. NARA also may disclose information in OFAS records for the processing of customer refunds to the General Services Administration (GSA), which provides NARA's financial and accounting system under a cross-servicing agreement.

The routine use statements A, E, and F, described in Appendix A apply to this system of records. Appendix A was published in the **Federal Register** on April 2, 2002 (67 FR 15592).

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

STORAGE:

Paper and electronic records.

RETRIEVABILITY:

Information in OFAS records may be retrieved by the name of the individual and/or the OFAS transaction number. The invoice number or zip code may also retrieve information in electronic records.

SAFEGUARDS:

During business hours, paper records are maintained in areas accessible only to authorized NARA personnel. Electronic records are accessible via passwords from terminals located in attended offices. Credit card information is compartmentalized so that it is available only to those NARA employees responsible for posting and billing credit card transactions. After hours, buildings have security guards and/or doors are secured and all entrances are monitored by electronic surveillance equipment.

RETENTION AND DISPOSAL:

OFAS records are temporary records and are destroyed in accordance with the disposition instructions in the NARA records schedule contained in FILES 203, the NARA Files Maintenance and Records Disposition Manual. Individuals may request a copy of the disposition instructions from the NARA Privacy Act Officer.

SYSTEM MANAGER(S) AND ADDRESS:

The system manager for OFAS records is: Assistant Archivist for Administrative Services (NA). The address for this location is listed in Appendix B following the NARA Notices.

NOTIFICATION PROCEDURE:

Individuals interested in inquiring about their records are to notify the NARA Privacy Act Officer at the address listed in Appendix B following the NARA notices.

RECORD ACCESS PROCEDURES:

Individuals who wish to gain access to their records are to submit their request in writing to the NARA Privacy Act Officer at the address listed in Appendix B.

CONTESTING RECORD PROCEDURES:

NARA rules for contesting the contents and appealing initial determinations are found in 36 CFR part 1202.

RECORD SOURCE CATEGORIES:

Information in OFAS records is obtained from customers, NARA employees or agents who are involved in the order process, and GSA employees who process refunds.

Appendix B

To inquire about your records or to gain access to your records, you should submit your request in writing to:

NARA Privacy Act Officer
Office of General Counsel (NGC)
National Archives at College Park
8601 Adelphi Road, Room
College Park, MD 20740-6001

If the system manager is the Assistant Archivist for Record Services—Washington, DC (NW), the records are located at the following address:

Office of Record Services—Washington, DC (NW)
National Archives at College Park
8601 Adelphi Road, Room 3400
College Park, MD 20740-6001

If the system manager is the director of a Presidential library, the records are located at the appropriate Presidential library, staff or project:

GEORGE BUSH LIBRARY
1000 George Bush Drive West
College Station, TX 77845

JIMMY CARTER LIBRARY
441 Freedom Parkway
Atlanta, GA 30307-1498

WILLIAM J. CLINTON PRESIDENTIAL MATERIALS PROJECT
1000 LaHarpe Boulevard
Little Rock, AR 72201

DWIGHT D. EISENHOWER LIBRARY
200 SE 4th Street
Abilene, KS 67410-2900

GERALD R. FORD LIBRARY
1000 Beal Avenue
Ann Arbor, MI 48109-2114

HERBERT HOOVER LIBRARY
210 Parkside Drive
P.O. Box 488
West Branch, IA 52358-0488

LYNDON B. JOHNSON LIBRARY
2313 Red River Street

Austin, TX 78705-5702

JOHN F. KENNEDY LIBRARY
Columbia Point
Boston, MA 02125-3398

NIXON PRESIDENTIAL MATERIALS STAFF
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

RONALD REAGAN LIBRARY
40 Presidential Drive
Simi Valley, CA 93065-0600

FRANKLIN D. ROOSEVELT LIBRARY
4079 Albany Post Road
Hyde Park, NY 12538-1999

HARRY S. TRUMAN LIBRARY
500 West U.S. Highway 24
Independence, MO 64050-1798

OFFICE OF PRESIDENTIAL LIBRARIES
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

If the system manager is the director of a regional records services facility, the records are located at the appropriate regional records services facility:

NARA's Pacific Alaska Region (Anchorage)
654 West Third Avenue
Anchorage, Alaska 99501-2145

NARA's Southeast Region (Atlanta)
1557 St. Joseph Avenue
East Point, Georgia 30344-2593

NARA's Northeast Region (Boston)
Frederick C. Murphy Federal Center
380 Trapelo Road
Waltham, Massachusetts 02452-6399

NARA's Great Lakes Region (Chicago)
7358 South Pulaski Road
Chicago, Illinois 60629-5898

NARA's Great Lakes Region (Dayton)
3150 Springboro Road
Dayton, Ohio 45439-1883

NARA's Rocky Mountain Region (Denver)
Bldg. 48, Denver Federal Center
West 6th Avenue and Kipling Street
Denver, Colorado 80225-0307

NARA's Southwest Region (Fort Worth)
501 West Felix Street, Building 1
Fort Worth, Texas 76115-3405

NARA's Central Plains Region (Kansas City)
2312 East Bannister Road
Kansas City, Missouri 64131-3

NARA's Pacific Region (Laguna Niguel, CA)
24000 Avila Road, 1st Floor, East Entrance
Laguna Niguel, California 92677-3497

NARA's Central Plains Region (Lee's Summit, MO)
200 Space Center Drive
Lee's Summit, Missouri 64064-1182

NARA's Northeast Region (New York City)
201 Varick Street
New York, New York 10014-4811

NARA's Mid Atlantic Region (Center City Philadelphia)
900 Market Street

Philadelphia, Pennsylvania 19107-4292
NARA's Mid Atlantic Region (Northeast Philadelphia)

14700 Townsend Road
Philadelphia, Pennsylvania 19154-1096
NARA's Northeast Region (Pittsfield, MA)

10 Conte Drive
Pittsfield, Massachusetts 01201-8230

NARA's Pacific Region (San Francisco)
1000 Commodore Drive
San Bruno, California 94066-2350

NARA's Pacific Alaska Region (Seattle)
6125 Sand Point Way NE
Seattle, Washington 98115-7999

National Personnel Records Center
Civilian Personnel Records
111 Winnebago Street
St. Louis, Missouri 63118-4126

National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100

Washington National Records Center (WNRC)
4205 Suitland Road,
Suitland, MD 20746-8001

If the system manager is the Director of the National Historical Publications and Records Commission (NHPRC), the records are located at the following address:

National Historical Publications and Records Commission (NHPRC)
National Archives and Records Administration
700 Pennsylvania Avenue, NW, Room 111
Washington, DC 20408-0001

If the system manager is the Director of the Policy and Communications Staff, the records are located at the following address:

Policy and Communications Staff (NPOL)
National Archives and Records Administration
8601 Adelphi Road, Room 4100
College Park, MD 20740-6001

If the system manager is the Assistant Archivist for Human Resources and Information Services, the records are located at the following address:

Office of Human Resources and Information Services (NH)
National Archives and Records Administration
8601 Adelphi Road, Room 4400
College Park, MD 20740

If the system manager is the Assistant Archivist for Administrative Services, the records are located at the following address:

Office of Administrative Services (NA)
National Archives and Records Administration
8601 Adelphi Road, Room 4200
College Park, MD 20740

If the system manager is the Director of the Federal Register, the records are located at the following address:

Office of the Federal Register (NF)
National Archives and Records Administration
700 Pennsylvania Avenue, NW
Washington, DC 20408-0001

If the system manager is the Inspector General, the records are located at the following address:

Office of the Inspector General (OIG)
National Archives and Records Administration
8601 Adelphi Road, Room 1300
College Park, MD 20740

If the system manager is the General Counsel, the records are located at the following address:

Office of the General Counsel (NGC)
National Archives and Records Administration
8601 Adelphi Road, Room 3110
College Park, MD 20740

[FR Doc. 03-26613 Filed 10-17-03; 9:17 am]

BILLING CODE 7515-01-P

THE NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

Meetings of Humanities Panel

AGENCY: The National Endowment for the Humanities.

ACTION: Notice of meetings.

SUMMARY: Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that the following meetings of the Humanities Panel will be held at the Old Post Office, 1100 Pennsylvania Avenue, NW., Washington, DC 20506.

FOR FURTHER INFORMATION CONTACT:

Heather Gottry, Acting Advisory Committee Management Officer, National Endowment for the Humanities, Washington, DC 20506; telephone (202) 606-8322. Hearing-impaired individuals are advised that information on this matter may be obtained by contacting the Endowment's TDD terminal on (202) 606-8282.

SUPPLEMENTARY INFORMATION: The proposed meetings 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 discussion of information given in confidence to the agency by the grant applicants. Because the proposed meetings will consider information that is likely to disclose trade secrets and commercial or financial information obtained from a person and privileged or confidential and/or information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Chairman's Delegation of Authority to Close Advisory Committee meetings, dated July 19, 1993, I have determined that these meetings will be closed to the public pursuant to subsections (c)(4), and (6) of section 552b of Title 5, United States Code.

1. *Date:* November 4, 2003.

Time: 9 a.m. to 5:30 p.m.

Room: 415.

Program: This meeting will review applications for United States History and Culture II, submitted to the Division

of Preservation and Access at the July 15, 2003 deadline.

2. *Date:* November 7, 2003.

Time: 9 a.m. to 5:30 p.m.

Room: 415.

Program: This meeting will review applications for History of Science, submitted to the Division of Preservation and Access at the July 15, 2003 deadline.

3. *Date:* November 13, 2003.

Time: 8:30 a.m. to 5 p.m.

Room: 426.

Program: This meeting will review applications for Humanities Projects in Museums and Historical Organizations, submitted to the Division of Public Programs at the September 16, 2003 deadline.

4. *Date:* November 14, 2003.

Time: 9 a.m. to 5:30 p.m.

Room: 415.

Program: This meeting will review applications for United States History and Culture III, submitted to the Division of Preservation and Access at the July 15, 2003 deadline.

5. *Date:* November 14, 2003.

Time: 8:30 a.m. to 5 p.m.

Room: 714.

Program: This meeting will review applications for Humanities Projects in Libraries and Archives/Special Projects, submitted to the Division of Public Programs at the September 16, 2003 deadline.

6. *Date:* November 21, 2003.

Time: 8:30 a.m. to 5 p.m.

Room: 426.

Program: This meeting will review applications for Humanities Projects in Museums and Historical Organizations, submitted to the Division of Public Programs at the September 16, 2003 deadline.

7. *Date:* November 21, 2003.

Time: 9 a.m. to 5:30 p.m.

Room: 415.

Program: This meeting will review applications for Visual Arts, submitted to the Division of Preservation and Access at the July 15, 2003 deadline.

8. *Date:* November 24, 2003.

Time: 8:30 a.m. to 5 p.m.

Room: 415.

Program: This meeting will review applications for Humanities Projects in Museums and Historical Organizations, submitted to the Division of Public Programs at the September 16, 2003 deadline.

Heather Gottry,

Acting Advisory Committee Management Officer.

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