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BILLING CODE 4510-30-C

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice 05-083]

NASA Advisory Council, Financial Audit Committee, Meeting

AGENCY: National Aeronautics and Space Administration.

ACTION: Notice of meeting.

SUMMARY: In accordance with the Federal Advisory Committee Act (FACA), Pub. L. 92-463, as amended, the National Aeronautics and Space Administration announce a forthcoming meeting of the NASA Advisory Council (NAC), Financial Audit Committee (NFAC).

DATES: Friday, May 20, 2005, 9 a.m. to 3 p.m.

ADDRESSES: National Aeronautics and Space Administration, Goddard Space Flight Center, 8463 Greenbelt Road, Bldg. 8, Room 429, Greenbelt, MD 20770. (301) 286-0569.

FOR FURTHER INFORMATION CONTACT: Ms. Ermerdene Lee, of the Chief Financial Officer's Office, National Aeronautics and Space Administration, Washington, DC 20546. (202) 358-4529, e-mail elee1@hq.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:

- Overview of the Goddard Space Flight Center
- Goddard Office of the Chief Financial Officer Summary
- Financial Management Material Weakness

• Corrective Action Tracking System

U.S. Citizens desiring to attend the NASA Financial Audit Committee meeting at the Goddard Space Flight Center (GSFC) must provide their full name, citizenship, company affiliation (if applicable), place of birth, and date of birth and Foreign nationals who desire to attend the meeting must provide their passport or naturalization papers to the GSFC Security Office no less than 3 working days prior to the meeting. If the above information is not received by the noted date, attendees should expect a delay in entering the Goddard Space Flight Center. All visitors to this meeting should go to the GSFC Security Office, accessible from Greenbelt Road, where they will be cleared, given an identification badge,

and transported to the meeting location, if seating is available. Please provide the requested information, by the appropriate date, via FAX to (301) 286-1715, to the attention of Kathy Palmer, noting at the top: "PUBLIC ADMISSION TO THE FINANCIAL AUDIT COMMITTEE MEETING @ GSFC." Faxes not addressed as required will not be processed. For security questions, please contact Kathy Palmer at (301) 286-0569.

Dated: April 27, 2005.

P. Diane Rausch,

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

[FR Doc. 05-8809 Filed 5-2-05; 8:45 am]

BILLING CODE 7510-13-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 June 17, 2005. 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.

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.

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 Defense, National Geospatial-Intelligence Agency (N1-537-03-8, 18 items, 17 temporary items). Aeronautical charting and flight information files. Also included are electronic copies of documents created using word processing and electronic mail. Proposed for permanent retention are recordkeeping copies of air targeting materials maintained by the office assigned functional program responsibility. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

2. Department of Education, Federal Student Aid, (N1-441-05-2, 2 items, 2 temporary items). Postsecondary closed school files. Included are such records as closed school notices, communications with internal program offices and external agencies, general and congressional correspondence, information about school operations and practices, and electronic copies of documents created using electronic mail and word processing.

3. Department of Justice, Criminal Division (N1-60-05-3, 5 items, 2 temporary items). Inputs and outputs of the Division's automated case tracking system, which contains information on the status of cases, defendants, charges, sentences, and appeals. Proposed for permanent retention are master files, including a public-use version, and the system documentation.

4. Department of State, Bureau of Consular Affairs (N1-59-04-2, 45 items, 39 temporary items). Diazo microfilm of passport applications and vital records files and optical disk and microfilm versions of Panama Canal Zone birth and death certificates. This schedule also modifies descriptions and retention periods for numerous passport-related records that were previously approved for disposal, such as passport authorization records, fee-related records, general passport correspondence, and the master lookout, name check, and issuance systems.

Proposed for permanent retention are recordkeeping copies of passport subject files and vital records files, including original Panama Canal Zone birth and death certificates.

5. Department of State, Agency-wide (N1-59-05-9, 12 items, 12 temporary items). Routine, fragmentary, and duplicative files identified during review of office files with terminal dates from 1962 through 1982. Records come from the Bureau of African Affairs, the Bureau of Inter-American Affairs, the Bureau of East Asian and Pacific Affairs, the Bureau of Economic and Business Affairs, the Bureau of European Affairs, the Inspector General for Foreign Assistance, the Bureau of Intelligence and Research, the Office of the Legal Adviser, the Bureau of Near Eastern and South Asian Affairs, the Bureau of Oceans and International Environmental and Scientific Affairs, the Bureau of Politico-Military Affairs, and the Law of the Sea Negotiation Staff.

6. Department of State, Office of the Chief Special Agent (N1-59-05-10, 4 items, 1 temporary item). Records relating to arrivals into and departures from the United States that were accumulated by a long-defunct agency office. Proposed for permanent retention are recordkeeping copies of records relating to passport and visa matters and miscellaneous files.

7. Department of State, Bureau of Consular Affairs (N1-59-05-11, 6 items, 5 temporary items). Records of the Passport Services Special Issuance Agency, including control logs, copies of applications, and a tracking system used for selected duplicate passport information. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of policy/subject files.

8. Department of Transportation, Federal Motor Carrier Safety Administration (N1-557-05-13, 7 items, 7 temporary items). Records associated with the Office of Communications' Safety Violations and Consumer Complaint Hotline Database, which is used to track complaints received by the agency. Included are master data files, paper and electronic input records, system documentation, and outputs. Also included are electronic copies of records created using electronic mail and word processing.

9. Department of the Treasury, Financial Management Service (N1-425-05-2, 6 items, 6 temporary items). Subject files, training materials, and access documentation relating to computer security. Also included are

electronic copies of records created using electronic mail and word processing.

10. Department of the Treasury, Agency-wide (N1-56-05-4, 3 items, 3 temporary items). Forms used to certify that departing employees have not improperly removed documents when they separate from the agency.

11. Department of the Treasury, Internal Revenue Service (N1-58-05-1, 6 items, 6 temporary items). Forms submitted by state housing agencies, taxpayers, and low-income housing providers pertaining to the low-income housing credit program.

12. Department of Veterans Affairs, Veterans Health Administration (N1-15-05-1, 8 items, 8 temporary items). Inputs, outputs, master files, and documentation associated with an electronic system that contains information relating to individuals with spinal cord injuries and disorders, such as name, social security number, date of birth, and nature of injury/disorder. Also included are electronic copies of records created using electronic mail and word processing.

13. National Archives and Records Administration, Office of Records Services—Washington, DC (N2-220-05-1, 1 item, 1 temporary item). Records accumulated by the White House Conference on Families, 1976-80, consisting of voting records for three conferences held during this period. These electronic records were previously accessioned into the National Archives but lack technical documentation and cannot be interpreted.

14. National Archives and Records Administration, Office of Records Services—Washington, DC (N1-64-05-7, 4 items, 4 temporary items). Records relating to accessioning files of Special Prosecutors and Independent Counsels, including correspondence, memorandums, notes, delivery/receipt forms, copies of finding aids and dockets, and general subject files. Also included are electronic copies of records created using electronic mail and word processing.

15. National Archives and Records Administration, Office of Records Services—Washington, DC (N1-64-05-8, 4 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing that pertain to administering the President John F. Kennedy Assassination Records Collection. Proposed for permanent retention are recordkeeping copies of these files. Included are such records as forms and other records documenting the transfer

of records to NARA, finding aids, subject files, and briefing papers.

Dated: April 22, 2005.

Michael J. Kurtz,

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

[FR Doc. 05–8769 Filed 5–2–05; 8:45 am]

BILLING CODE 7515–01–P

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Office of Presidential Libraries; Proposed Disposal of Clinton Administration Electronic Backup Tapes

AGENCY: National Archives and Records Administration (NARA).

ACTION: Presidential Records Act notice of proposed disposal of Clinton Administration backup tapes containing redundant information; request for public comment.

SUMMARY: The National Archives and Records Administration (NARA) has identified Clinton backup tapes, housed at the National Archives at College Park, Maryland, as appropriate for disposal under the provisions of 44 U.S.C. 2203(f)(3). This notice describes the Presidential record information on these backup tapes and our reasons for determining that these backup tapes have insufficient administrative, historical, informational, or evidentiary value to warrant their continued preservation. NARA is maintaining the Presidential record information on these backup tapes on a different set of electronic media. NARA will review timely public comments received on this notice before making a final determination on the disposal of the records.

DATES: Comments are due by June 17, 2005.

ADDRESSES: Comments regarding the proposed disposal of these Presidential records must be sent in writing to Sharon K. Fawcett, National Archives and Records Administration, Suite 2200, 8601 Adelphi Road, College Park, Maryland 20740–6001; or by fax to 301–837–3199; or by e-mail to sharon.fawcett@nara.gov.

FOR FURTHER INFORMATION CONTACT: Sharon K. Fawcett at 301–837–3250.

SUPPLEMENTARY INFORMATION: NARA proposes the disposition of 9,193 backup tapes created during the Clinton Administration by White House Communications Agency (WHCA) staff because NARA has determined that they lack continuing administrative, historical, informational or evidentiary

value. The tapes contain duplicate versions of classified electronic records for a small number of staff members in the Clinton Administration National Security Council, consisting primarily of electronic calendar data. NARA will continue to retain on other electronic media a full set of copies of the Presidential records on the backup tapes proposed for disposal.

During the Clinton Administration, a very small number of NSC staff (and their secretaries) continued to use older software known as PROFS, primarily to maintain electronic calendars and call logs, including for the scheduling of daily activities and appointments. PROFS (Professional/Office Vision software) was an IBM proprietary office management tool available to NSC staff and supported by WHCA. NSC staff maintaining PROFS calendars and call logs included the Assistants to the President for National Security, their Deputies, members of the NSC Office of the Executive Secretary, and certain additional NSC staff. All NSC staff separately used the NSC Classified E-mail System known as “A–1” or “All-in-One,” later migrated to Microsoft Mail and Microsoft Schedule, as their primary e-mail system. NARA has copies of all NSC Classified E-mail and Calendars maintained on this latter NSC e-mail system in a separate series of Clinton Presidential records that are being retained permanently.

Throughout the eight years of the Clinton Administration, WHCA prepared periodic backup tapes of the PROFS system. The periodic backups captured data from the entire system, i.e., each new backup copied new data plus cumulative data already captured on prior backups (including data in closed accounts representing former staff in previous Administrations). The backups also contain nonrecord software and systems information captured by NSC and WHCA’s disaster recovery operation at the time of tape creation.

For backup tapes created during the time period between January 20, 1993 and March 28, 1994, all PROFS notes, documents, calendars and call log information on the tapes were made subject to a tape restoration project (TRP) conducted in response to stipulations and orders entered in the case of *Armstrong v. Executive Office of the President*, Civ. No. 89–0142 (D.D.C.), and NARA will continue to retain these records. (The PROFS notes and documents function was only in use through June 30, 1993, and all such e-mails have been restored.) Similarly, all legacy data (notes, documents, calendars, and call logs) from previous

Administrations also were restored pursuant to the *Armstrong* TRP. Both the restored Ronald Reagan and George H.W. Bush PROFS records and the separately preserved Reagan and Bush era backup tapes are maintained by NARA as separate collections and are not the subject of this proposed disposal.

In addition, NARA will permanently retain multiple preservation copies of the January 19, 2001, backup tape created by WHCA containing cumulative data from the entire eight year span of the Clinton Administration on this system. NARA also is retaining a comprehensive “snapshot” in electronic form of all calendar data and call logs contained on the January 19, 2001, backup tape of the records of five high-level NSC officials (Anthony Lake, Samuel Berger, Nancy Soderberg, Donald Kerrick, and James Steinberg) during the entirety of their service in the Clinton Administration.

Although the materials are currently classified and are otherwise subject to access restrictions imposed by the Presidential Records Act (44 U.S.C. 2204(a)), NARA will be able to respond to future access requests for the electronic calendars, call logs, and e-mail of high-level NSC officials, both as restored in response to litigation and as contained on the snapshot being retained from the last day of the Clinton Administration. Because NARA already retains all of the records of archival value, these 9,193 backup tapes do not warrant permanent retention and are disposable.

This notice does not constitute a final agency action as described in 44 U.S.C. 2203(f)(3) and no Presidential records will be disposed of following this notice. NARA will publish a second notice in the **Federal Register** only after it has considered any comments received during this 45-day comment period. The second, 60-day notice will constitute a final agency action in the event NARA proceeds with disposal.

Dated: April 27, 2005.

Sharon K. Fawcett,

Acting Assistant Archivist for Presidential Libraries.

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