

Status: Closed [Pursuant to 5 U.S.C. 552b(c)(10)]

*Matters to be Considered:* It was determined by a unanimous vote of the Commission that the Commission consider and act upon the following in closed session:

1. *Secretary of Labor v. Windsor Coal Co.*, Docket No. WEVA 97-95 (See oral argument listing, *supra*, for issues.)

Any person attending oral argument who requires special accessibility features and/or auxiliary aids, such as sign language interpreters, must inform the Commission in advance of those needs. Subject to 29 CFR 1706.150(a)(3) and 2706.160(d).

*Contact Person For More Info:* Jean Ellen, (202) 653-5629/(202) 708-9300 for TDD Relay/1-800-877-8339 for toll free.

**Jean H. Ellen,**

*Chief Docket Clerk.*

[FR Doc. 98-34846 Filed 12-31-98; 1:57 pm]

BILLING CODE 6735-01-M

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules; 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. 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 February 19, 1999. 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:** 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 should so indicate in their request.

**FOR FURTHER INFORMATION CONTACT:** Michael L. Miller, Director, Modern Records Programs (NWM), 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. 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 Agriculture, Bureau of Animal Industry (N1-17-98-1, 5 items, 2 temporary items). Records stored at the Washington National Records Center relating to internal office administration accumulated by two Bureau of Animal Industry components prior to 1960. Records document such matters as personnel actions, procurement, budgeting, and time and attendance. Records that document substantive matters, such as meat inspection regulations, the development of serums for animals, and efforts to eradicate foot and mouth disease, are proposed for permanent retention.

2. Department of the Army, Agency-wide (N1-AU-96-6, 23 items, 16 temporary items). Raw data created when samples are tested during environmental restoration activities. Management reports summarizing these data are proposed for permanent retention. This schedule also lengthens the retention periods of contracts and financial records previously scheduled for disposal and proposes the permanent retention of restoration project files, agreements and property ownership records.

3. Department of Commerce, National Oceanic and Atmospheric Administration (N1-370-99-3, 38 items, 16 temporary items). Older records created by various NOAA organizational units stored at the Washington National Records Center. Files proposed for disposal date primarily from 1944-1990 and include international seismograms, world registers, aerial photographs, leveling records, materials relating to grants, loans, and subsidies, committee management files, Global Atmospheric Research Program (GARP) and Global Atlantic Tropical Experiment (GATE) magnetic radar tapes and related data

sheets, quality control forms, project working papers, drafts of reports and scholarly papers, advisory committee files of the Federal Coordinator for Meteorology, cooperative training agreements, satellite monitoring operations records, data processing planning records, systems testing and evaluation records, and materials created by other federal agencies received by NOAA from the Secretary of Commerce. Files proposed for permanent retention include benchmark descriptions, mapping surveys, Great Lakes surveys, tide staff readings, survey project case files, correspondence files of high level officials, directives and issuances, budget estimates and projections, Alaska fishing statistics, grant correspondence files, bilateral relations files, international cooperative project files, publications, ship engineering and architectural drawings, and automation planning files.

4. Department of Health and Human Services, Administration on Aging (N1-439-99-1, 1 item, 1 temporary item). User access log of visits to the agency's World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

5. Department of Health and Human Services, Health Care Financing Administration (N1-440-99-1, 1 item, 1 temporary item). User access log of visits to the agency's World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

6. Department of Health and Human Services, National Institutes of Health (N1-443-99-1, 1 item, 1 temporary item). User access log of visits to the agency's World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

7. Department of Health and Human Services, Office of the Secretary (N1-468-99-1, 7 items, 6 temporary items). Electronic images of incoming correspondence, electronic calendars containing scheduling information which are created in electronic form and printed out in final form, declined and canceled invitations, duplicate copies of accepted invitations, and government-issued and commercial calendars maintained for administrative use. Official schedules, talking points, accepted invitations, travel agendas, meeting agendas, handwritten notes and comments, logs, briefing books, issue papers, and records documenting telephone calls and other activities of the Secretary are proposed for permanent retention.

8. Department of Health and Human Services, Program Support Center (N1-468-99-2, 1 item, 1 temporary item). User access log of visits to the agency's World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

9. Department of Health and Human Services, Agency for Health Care Policy and Research (N1-510-99-1, 1 item, 1 temporary item). User access log of visits to the agency's World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

10. Department of Health and Human Services, Health Resources and Services Administration (N1-512-99-1, 1 item, 1 temporary item). User access log of visits to the agency's World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

11. Department of Health and Human Services, Indian Health Service (N1-513-99-1, 1 item, 1 temporary item). User access log of visits to the agency's World Wide Web site. The logs record the visitor's origin, time of day, length of stay, and activities while at the site.

12. Department of the Interior, Bureau of Land Management (N1-49-98-1, 2 items, 2 temporary items). Electronic copies of records relating to the wild horse and burro adoption program created using electronic mail and word processing. This schedule also increases the retention period for recordkeeping copies, which were previously approved for disposal.

13. Department of State, Office of the Secretary of State (N1-59-98-2, 4 items, 3 temporary items). Files relating to declined invitations including electronic copies of records created using electronic mail and word processing. Also proposed for disposal are electronic copies of records relating to events attended by the Secretary of State that are created using electronic mail and word processing. Recordkeeping copies are proposed for permanent retention.

14. Commission to Study Capital Budgeting (N1-220-99-2, 6 items, 4 temporary items). Audio tapes of meetings for which written transcripts were created and web site and related design and management records. Also proposed for disposal are electronic copies of records created using electronic mail and word processing. Transcripts of meetings, reports, general correspondence, and other program records are proposed for permanent retention.

15. Federal Communications Commission, Mass Media Bureau (N1-173-98-2, 2 items, 1 temporary item).

Licensing files for deleted broadcasting stations that are not full service, such as low power television stations. Files pertaining to full service radio and television stations are proposed for permanent retention.

16. Federal Communications Commission (N1-173-98-9, 25 items, 13 temporary items). Older records of the FCC stored at the Washington National Records Center. The files proposed for disposal date primarily from 1934-1974 and consist of such records as duplicate copies of dockets, international tariff charges, lists of station change notices, telephone company property accounting reports, surveys of political broadcasting activities, educational television grant applications, monthly budget reports, docket reference materials and subject files, monthly telephone company revenue reports, temporary broadcasting authorizations, and mobile radio license card indexes. Investigation files and reports, annual management surveys, subject files of high level officials, budget estimates and justifications, technical research reports, annual reports of telephone companies, deleted foreign broadcast license files, and experimental television applications are proposed for permanent retention.

Dated: December 22, 1998.

**Michael J. Kurtz,**

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

[FR Doc. 99-59 Filed 1-4-99; 8:45 am]

BILLING CODE 7515-01-P

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## NATIONAL FOUNDATION ON THE ARTS AND HUMANITIES

### **Cooperative Agreement for the Coordination and Production of Videotapes of Group Discussions Among Artists, Scientists, Astronauts and Others About the Creation of Art (Dance, Music, Design, etc.) on Mars for Use by Schools Across the Country as Part of the National Mars Millennium Project**

**AGENCY:** National Endowment for the Arts, National Foundation on the Arts and the Humanities.

**ACTION:** Notification of availability.

**SUMMARY:** The National Endowment for the Arts is requesting proposals leading to the award of a Cooperative Agreement to coordinate and videotape five to seven sessions of artists, scientists, engineers and astronauts conversing about the creative process and environmental conditions on Mars. Discussions will focus on how the conditions might influence the art