

Industry	Number of annual reports	Frequency	Total annual responses	Estimated average annual burden (hours)	Estimated total annual burden (hours)
EDI Firms .....	124,349	12	*1,044	1.000	1,044
All Industries .....	262,484		1,658,664		243,273

Comments submitted in response to this notice will be summarized and/or included in the request for Office of Management and Budget approval of the information collection request; they also will become a matter of public record.

Signed at Washington, DC, on January 29, 2024.

**Eric Molina,**

Chief, Division of Management Systems, Branch of Policy Analysis.

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**BILLING CODE 4510-24-P**

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

[NARA-24-0002; NARA-2024-013]

**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 of certain Federal agency requests for records disposition authority (records schedules). We publish notice in the **Federal Register** and on *regulations.gov* for records schedules in which agencies propose to dispose of records they no longer need to conduct agency business. We invite public comments on such records schedules.

**DATES:** We must receive responses on the schedules listed in this notice by March 25, 2024.

**ADDRESSES:** To view a records schedule in this notice, or submit a comment on one, use the following address: *https://www.regulations.gov/docket/NARA-24-0002/document*. This is a direct link to the schedules posted in the docket for this notice on *regulations.gov*. You may submit comments by the following method:

- *Federal eRulemaking Portal:* *https://www.regulations.gov*. On the website, enter either of the numbers cited at the top of this notice into the search field. This will bring you to the

docket for this notice, in which we have posted the records schedules open for comment. Each schedule has a ‘comment’ button so you can comment on that specific schedule. For more information on *regulations.gov* and on submitting comments, see their FAQs at *https://www.regulations.gov/faq*.

If you are unable to comment via *regulations.gov*, you may email us at *request.schedule@nara.gov* for instructions on submitting your comment. You must cite the control number of the schedule you wish to comment on. You can find the control number for each schedule in parentheses at the end of each schedule’s entry in the list at the end of this notice.

**FOR FURTHER INFORMATION CONTACT:**

Eddie Germino, Strategy and Performance Division, by email at *regulation\_comments@nara.gov* or at 301-837-3758. For information about records schedules, contact Records Management Operations by email at *request.schedule@nara.gov* or by phone at 301-837-1799.

**SUPPLEMENTARY INFORMATION:**

**Public Comment Procedures**

We are publishing notice of records schedules in which agencies propose to dispose of records they no longer need to conduct agency business. We invite public comments on these records schedules, as required by 44 U.S.C. 3303a(a), and list the schedules at the end of this notice by agency and subdivision requesting disposition authority.

In addition, this notice lists the organizational unit(s) accumulating the records or states that the schedule has agency-wide applicability. It also provides the control number assigned to each schedule, which you will need if you submit comments on that schedule.

We have uploaded the records schedules and accompanying appraisal memoranda to the *regulations.gov* docket for this notice as “other” documents. Each records schedule contains a full description of the records at the file unit level as well as their proposed disposition. The appraisal memorandum for the schedule includes information about the records.

We will post comments, including any personal information and attachments, to the public docket, unchanged. Because comments are public, you are responsible for ensuring that you do not include any confidential or other information that you or a third party may not wish to be publicly posted. If you want to submit a comment with confidential information or cannot otherwise use the *regulations.gov* portal, you may contact *request.schedule@nara.gov* for instructions on submitting your comment.

We will consider all comments submitted by the posted deadline and consult as needed with the Federal agency seeking the disposition authority. After considering comments, we may or may not make changes to the proposed records schedule. The schedule is then sent for final approval by the Archivist of the United States. After the schedule is approved, we will post on *regulations.gov* a “Consolidated Reply” summarizing the comments, responding to them, and noting any changes we made to the proposed schedule. You may elect at *regulations.gov* to receive updates on the docket, including an alert when we post the Consolidated Reply, whether or not you submit a comment. If you have a question, you can submit it as a comment, and can also submit any concerns or comments you would have to a possible response to the question. We will address these items in consolidated replies along with any other comments submitted on that schedule.

We will post schedules on our website in the Records Control Schedule (RCS) Repository, at *https://www.archives.gov/records-mgmt/rcs*, after the Archivist approves them. The RCS contains all schedules approved since 1973.

**Background**

Each year, Federal agencies create billions of records. To control this accumulation, agency records managers prepare schedules proposing retention periods for records and submit these schedules for NARA’s approval. Once approved by NARA, records schedules

provide mandatory instructions on what happens to records when no longer needed for current Government business. The records schedules authorize agencies to preserve records of continuing value in the National Archives or to destroy, after a specified period, records lacking continuing administrative, legal, research, or other value. 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.

Agencies may not destroy Federal records without the approval of the Archivist of the United States. The Archivist grants this approval only after thorough consideration of the records' administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government's activities, and whether or not the records have historical or other value. Public review and comment on these records schedules is part of the Archivist's consideration process.

#### Schedules Pending

1. Department of Defense, Defense Contract Audit Agency, Records related to Security and Intelligence (DAA-0372-2022-0001).
2. Department of Health and Human Services, Food and Drug Administration, FDA Inspector Credential Records (DAA-0088-2024-0004).
3. Department of Health and Human Services, Agency-wide, Official Correspondence Files of the Secretary (DAA-0468-2023-0002).
4. Department of Health and Human Services, Office of Medicare Hearings and Appeals, Administrative Law Judge and Attorneys Files (DAA-0468-2023-0003).
5. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Buprenorphine Waiver Notification System (DAA-0511-2024-0001).
6. Department of Homeland Security, Federal Emergency Management Agency, Mission Training Records (DAA-0311-2022-0001).
7. Department of Homeland Security, U.S. Citizenship and Immigration Services, Teacher Training for Citizenship Education Records (DAA-0566-2022-0002).
8. Department of Homeland Security, U.S. Customs and Border Protection, Promissory Notes (DAA-0568-2023-0003).

9. Department of the Navy, Agency-wide, Telecommunications and Information Technology (DAA-NU-2019-0009).

10. Department of Transportation, Federal Transit Administration, Office of Information Technology WebApps (DAA-0408-2020-0002).

11. Central Intelligence Agency, Agency-wide, Mission Related Data (DAA-0263-2018-0001).

12. National Security Agency, Agency-wide, Transaction Monitoring (DAA-0457-2024-0001).

13. Securities and Exchange Commission, Office of Chief Operating Officer, SEC Policies Relating to the Use of Alcoholic Beverages in SEC (DAA-0266-2024-0001).

#### Laurence Brewer,

*Chief Records Officer for the U.S. Government.*

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### NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

#### Institute of Museum and Library Services

#### Submission for OMB Review, Comment Request, Proposed Collection: 2028-2032 IMLS Grants to States Program Five-Year State Plan Guidelines for State Library Administrative Agencies

**AGENCY:** Institute of Museum and Library Services, National Foundation on the Arts and the Humanities.

**ACTION:** Submission for OMB Review, request for comments, collection of information.

**SUMMARY:** The Institute of Museum and Library Services (IMLS) announces the following information collection has been submitted to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act. This program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection requirements on respondents can be properly assessed. This notice proposes the clearance of the 2028-2032 IMLS Grants to States Program Five-Year State Plan Guidelines for State Library Administrative Agencies. A copy of the proposed information collection request can be obtained by contacting the individual listed below in the **FOR**

**FURTHER INFORMATION CONTACT** section of this notice.

**DATES:** Written comments must be submitted to the office listed in the **ADDRESSES** section below on or before March 8, 2024.

**ADDRESSES:** Written comments and recommendations for proposed information collection requests should be sent within 30 days of publication of this Notice to [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). Find this particular information collection request by selecting "Institute of Museum and Library Services" under "Currently Under Review;" then check "Only Show ICR for Public Comment" checkbox. Once you have found this information collection request, select "Comment," and enter or upload your comment and information. Alternatively, please mail your written comments to the Office of Information and Regulatory Affairs, Attn.: OMB Desk Officer for Education, Office of Management and Budget, Room 10235, Washington, DC 20503, or call (202) 395-7316.

OMB is particularly interested in comments that help the agency to:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology (e.g., permitting electronic submission of responses).

**FOR FURTHER INFORMATION CONTACT:** Teri DeVoe, Associate Deputy Director of State Programs, Office of Library Services, Institute of Museum and Library Services, 955 L'Enfant Plaza North SW, Suite 4000, Washington, DC 20024-2135. Ms. DeVoe can be reached by telephone at 202-653-4778, or by email at [tdevoe@imls.gov](mailto:tdevoe@imls.gov). Office hours are from 8:30 a.m. to 5 p.m., E.T., Monday through Friday, except Federal holidays. Persons who are deaf or hard of hearing (TTY users) can contact IMLS at 202-207-7858 via 711 for TTY-Based Telecommunications Relay Service.

**SUPPLEMENTARY INFORMATION:**