

## II. Review Focus

The Department of Labor is particularly interested in comments which:

- 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 submissions of responses.

## III. Current Actions

As the only continuous source of income and eligibility verification, the data is required by other agencies to administer and monitor multiple programs.

*Type of Review:* Extension.

*Agency:* Employment and Training Administration.

*Title:* Income and Eligibility.

*OMB Number:* 1205-0238.

*Agency Number:* None.

*Record Keeping:* State governments.

*Affected Public:* State governments.

*Cite/Reference/Form/etc.:* Section 303 of Title III of the Social Security Act.

*Total Respondents:* 53 state agencies.

*Frequency:* Quarterly.

*Total Responses:* 212.

*Average Time per Response:* 10 minutes.

*Estimated Total Burden Hours:* 39,388 hours.

*Total Burden Cost (operating/maintaining):* \$0.

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

Dated: January 20, 2004.

**Cheryl Atkinson,**

*Administrator, Office of Workforce Security.*  
[FR Doc. 04-1787 Filed 1-27-04; 8:45 am]

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## DEPARTMENT OF LABOR

### Occupational Safety and Health Administration

#### Advisory Committee on Construction Safety and Health; Notice of Open Meeting

**AGENCY:** Occupational Safety and Health Administration (OSHA), Labor.

**ACTION:** Notice of a meeting of the Advisory Committee on Construction Safety and Health (ACCSH).

**SUMMARY:** ACCSH will meet February 12 and 13, 2004 in Chicago, Illinois. This meeting is open to the public.

*Time and Date:* ACCSH will meet from 9 a.m. to 5 p.m., Thursday, February 12, and, if necessary, 8:30 a.m. to Noon on Friday, February 13, 2004.

*Place:* ACCSH will meet at the Embassy Suites Hotel, 5500 North River Road, Rosemont, IL.

**FOR FURTHER INFORMATION CONTACT:** For general information about ACCSH and the ACCSH meetings: Steve Cloutier, OSHA, Directorate of Construction, Room N-3468, U.S. Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210; telephone (202) 693-2020. For information about submission of comments, requests to speak, and the need for accommodations at the meeting: Veneta Chatmon, OSHA, Office of Public Affairs, Room N-3647, U.S. Department of Labor, 200 Constitution Avenue, NW., Washington, DC 20210; telephone (202) 693-1999. Electronic copies of this **Federal Register** notice, as well as information about ACCSH workgroups and other relevant documents, are available at OSHA's Web page on the Internet at <http://www.osha.gov>.

**SUPPLEMENTARY INFORMATION:** ACCSH will meet February 12, and, if necessary, 8:30 a.m. to Noon on Friday, February 13, 2004, in Chicago, Illinois. This meeting is open to the public. The agenda for this meeting includes:

- Remarks by the Assistant Secretary for Occupational Safety and Health, John L. Henshaw.
- Crane and Derrick Negotiated Rulemaking Advisory Committee Update.
- Directorate of Standards and Guidance Report on the Current Status of Ongoing Health Standards and Their impact on Construction, including: Chromium, Silica and Hearing Conservation.
- Update on Partnerships and Alliances in Construction.
- Hispanic Workforce in Construction.
- Other Committee Reports.

- Public Comments (members of the public who wish to address ACCSH, please see the information below to request time to speak at the meeting).

All ACCSH meetings are open to the public. An official record of the meeting will be available for public inspection at the OSHA Docket Office, Room N-2625 at the address above, telephone (202) 693-2350. Individuals needing special accommodations should contact Ms. Chatmon no later than January 28, 2004 at the address above. Interested parties may submit written data, views or comments, preferably with 20 copies, to Ms. Chatmon at the address above. OSHA will provide submissions received prior to the meeting to ACCSH members, and it will include each submission in the record of the meeting. Attendees also may request to make an oral presentation by notifying Ms. Chatmon before the meeting at the address above. The request must state the amount of time desired, the interest represented by the presenter (e.g., the name of the business, trade association, government Agency, etc.), if any, and a brief outline of the presentation. The Chair of ACCSH may grant the request at his discretion and as time permits.

**Authority:** John L. Henshaw, Assistant Secretary of Labor for Occupational Safety and Health, directed the preparation of this notice under the authority granted by Section 7 of the Occupational Safety and Health Act of 1970 (29 U.S.C. 656), Section 107 of the Contract Work Hours and Safety Standards Act (Construction Safety Act) (40 U.S.C. 333), and Secretary of Labor's Order No. 5-2002 (67 FR 65008).

Signed at Washington, DC, January 22, 2004.

**John L. Henshaw,**

*Assistant Secretary of Labor for Occupational Safety and Health.*

[FR Doc. 04-1788 Filed 1-27-04; 8:45 am]

BILLING CODE 4510-26-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 March 15, 2004. 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](mailto: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](mailto: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, Military Services Personnel Command (N1-330-04-1, 3 items, 2 temporary items). Paper, microform, or electronic source documents used to create electronic official military personnel files documenting the career of each officer and enlisted member of the military (including members of the Coast Guard) from time of entry into service until final separation. Also included are documents within individual files whose destruction is mandated by the appropriate Military Service Secretary acting through the Military Corrections Board. Recordkeeping copies of these files are proposed for permanent retention. Files for current active, reserve, and guard personnel are maintained in imaged record systems

operated by each of the Military Services. Older records are paper and/or microform.

2. Department of Homeland Security, Bureau of Citizenship and Immigration Services (N1-563-04-2, 9 items, 9 temporary items). Inputs, outputs, master files, and documentation associated with the enforcement operational database used to maintain immigration control, including the identification, apprehension, and removal of aliens unlawfully entering or present in the country.

3. Department of Homeland Security, Bureau of Citizenship and Immigration Services (N1-563-04-3, 4 items, 4 temporary items). Inputs, outputs, master files, and documentation associated with an electronic tracking system used in processing applications and petitions submitted by individuals requesting immigration benefits.

4. Department of Homeland Security, Bureau of Citizenship and Immigration Services (N1-563-04-4, 4 items, 4 temporary items). Inputs, outputs, master files, and documentation associated with an electronic tracking system used to process and track applications associated with naturalization and/or citizenship and to replace naturalization/citizenship certificates.

5. Department of Homeland Security, Bureau of Citizenship and Immigration Services (N1-563-04-5, 5 items, 5 temporary items). Inputs, outputs, master files, and documentation associated with the Refugee Access Verification System, which is used to review and verify family relationships of refugees applying for admission into the United States.

6. Department of Homeland Security, Bureau of Citizenship and Immigration Services (N1-563-04-7, 5 items, 5 temporary items). Inputs, outputs, master files, and documentation associated with the Asylum Pre-screening System, an electronic system used to manage, control, and track adjudication actions.

7. Department of Homeland Security, Bureau of Citizenship and Immigration Services (N1-563-04-8, 4 items, 4 temporary items). Inputs, outputs, master files, and documentation associated with an electronic records system used to create Certificates of Citizenship for foreign-born children of American citizens, including adopted children.

8. Department of Justice, Bureau of Alcohol, Tobacco, Firearms, and Explosives (N1-436-03-3, 5 items, 5 temporary items). Master files, outputs, and documentation associated with the Forfeited Asset Tracking System, an

electronic system used to track seized and forfeited property and to ensure that agency employees follow uniform and accurate forfeiture procedures. Also included are electronic copies of documents created using electronic mail and word processing.

9. Department of Justice, United States Marshals Service (N1-527-04-1, 3 items, 3 temporary items). Forms relating to sequestered juries. These records pertain to such matters as instructions to the jury, room assignments, authorized visitors, incoming and outgoing mail, and transportation. Also included are electronic copies of documents created using electronic mail and word processing.

10. Department of the Treasury, Bureau of Engraving and Printing (N1-318-04-3, 8 items, 7 temporary items). Case and subject files relating to litigation or the agency's legal position. Included are correspondence, memorandums, and other records. Reports relating to litigation are also included as are electronic copies of records created using electronic mail and word processing. Recordkeeping copies of historically significant files are proposed for permanent retention.

11. Department of the Treasury, Bureau of Engraving and Printing (N1-318-04-13, 5 items, 4 temporary item). Orders, schedules, logs, and other records relating to ink manufacturing and production. Also included are electronic copies of records created using electronic mail and word processing. Recordkeeping copies of research and development records pertaining to inks used in printing currency and other agency products are proposed for permanent retention.

12. Department of the Treasury, Office of Thrift Supervision (N1-483-04-1, 7 items, 6 temporary items). Working papers relating to examinations of thrifts, holding companies, and IT service providers, which were previously scheduled for permanent retention. Also included are electronic copies of documents created using electronic mail and word processing. Recordkeeping copies of corporate structure files are proposed for permanent retention.

13. Environmental Protection Agency, Office of Environmental Information (N1-412-03-17, 3 items, 3 temporary items). Electronic software programs, electronic data, and system documentation associated with an electronic system used for compliance reports received from industry and Government partners.

14. Environmental Protection Agency, Office of the Administrator (N1-412-

03-21, 2 items, 2 temporary items). Records relating to discrimination complaints filed by individuals or groups alleging civil rights violations by agency-funded entities. Also included are electronic copies of records created using electronic e-mail and word processing.

15. National Archives and Records Administration, Office of Records Services—Washington, DC (N1-64-04-3, 2 items, 1 temporary item). Working papers and background information used to prepare a report relating to the disposal of certain Naval Research Laboratory records stored at the Washington National Records Center. Proposed for permanent retention is the recordkeeping copy of the final report.

16. Tennessee Valley Authority, Labor Relations (N1-142-04-4, 5 items, 5 temporary items). Records relating to labor negotiations, including agency appeals to the Department of Labor. Also included are electronic copies of documents created using electronic mail and word processing.

Dated: January 4, 2004.

**Michael J. Kurtz,**

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

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**BILLING CODE 7515-01-P**

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## 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:* February 2, 2004.

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

*Room:* 315.

*Program:* This meeting will review applications for Collaborative Research in Western Culture, submitted to the Division of Research Programs at the November 3, 2003, deadline.

2. *Date:* February 3, 2004.

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

*Room:* M-07.

*Program:* This meeting will review applications for Scholarly Editions III in Literature and Music, submitted to the Division of Research Programs at the November 3, 2003, deadline.

3. *Date:* February 4, 2004.

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

*Room:* 315.

*Program:* This meeting will review applications for Collaborative Research in Arts and Letters, submitted to the Division of Research Programs at the November 3, 2003, deadline.

4. *Date:* February 5, 2004.

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

*Room:* 315.

*Program:* This meeting will review applications for Collaborative Research in Philosophy, Science and Linguistics, submitted to the Division of Research Programs at the November 3, 2003, deadline.

5. *Date:* February 5, 2004.

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

*Room:* 415.

*Program:* This meeting will review applications for Historic Sites, History Museums and Media, submitted to the Office of Challenge Grants at the November 3, 2003, deadline.

6. *Date:* February 6, 2004.

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

*Room:* 315.

*Program:* This meeting will review applications for Collaborative Research in Non-Western Cultures, submitted to the Division of Research Programs at the November 3, 2003, deadline.