

**OFFICE OF PERSONNEL  
MANAGEMENT****Proposed Collection; Comment  
Request for Review of a Revised  
Information Collection: SF 2817**

**AGENCY:** Office of Personnel  
Management.

**ACTION:** Notice.

**SUMMARY:** In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, May 22, 1995), this notice announces that the Office of Personnel Management (OPM) intends to submit to the Office of Management and Budget a request for review of a revised information collection. SF 2817, Life Insurance Election, is used by employees to enroll in or change their enrollment in the Federal Employees' Group Life Insurance Program. The Federal Employees Life Insurance Improvement Act (Pub. L. 105-311), enacted on October 30, 1998, necessitated changes to the SF 2817. That Act allowed employees to elect from one to five multiples of Option C—Family life insurance. In the past, employees either had Option C or they did not—there were no multiples to elect.

Approximately 100 forms are completed annually. Each form takes approximately 15 minutes to complete. The annual estimated burden is 25 hours.

Comments are particularly invited on:  
—Whether this collection of information is necessary for the proper performance of functions of the Office of Personnel Management, and whether it will have practical utility;  
—Whether our estimate of the public burden of this collection is accurate, and based on valid assumptions and methodology; and  
—Ways in which we can minimize the burden of the collection of information on those who are to respond, through use of the appropriate technological collection techniques or other forms of information technology.

For copies of this proposal, contact Mary Beth Smith-Toomey on (202) 606-8358, or E-mail to [mbtoomey@opm.gov](mailto:mbtoomey@opm.gov).

**DATES:** Comments on this proposal should be received on or before June 22, 1999.

**ADDRESSES:** Send or deliver comments to Laura Lawrence, Senior Insurance Benefits Specialist, Insurance Operations Division, Retirement and Insurance Service, U.S. Office of Personnel Management, 1900 E Street, NW, Room 3415, Washington, DC 20415.

**FOR INFORMATION REGARDING  
ADMINISTRATIVE COORDINATION—CONTACT:**  
Phyllis R. Pinkney, Management  
Analyst, Budget & Administrative  
Services Division, (202) 606-0623.

Office of Personnel Management.

**Janice R. Lachance,**

*Director.*

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**BILLING CODE** 6325-01-P

**OFFICE OF PERSONNEL  
MANAGEMENT****Submission for OMB Review;  
Comment Request Review of an  
Expired Information Collection SF 15**

**AGENCY:** Office of Personnel  
Management.

**ACTION:** Notice.

**SUMMARY:** In accordance with the Paperwork Reduction Act of 1980 (title 44, U.S. Code, Chapter 35), this notice announces that the Office of Personnel Management has submitted to the Office of Management and Budget a request for extending the information collection form, Standard Form 15, Application for 10-Point Veteran Preference. OPM examining offices and agency appointing officials use the information provided to adjudicate an individual's claim for veterans' preference in accordance with the Veteran Preference Act of 1944.

According to the General Services Administration, 45,000 forms were used last year. Each form requires approximately 10 minutes to complete. The annual burden is 7,500 hours. For copies of this proposal, contact Mary Beth Smith-Toomey on (202) 606-8358 or e-mail to [mbtoomey@opm.gov](mailto:mbtoomey@opm.gov).

**DATES:** Comments on this proposal should be received on or before May 24, 1999.

**ADDRESSES:** Send or deliver written comments to—

Mary Lou Lindholm, Associate Director  
for Employment, U.S. Office of  
Personnel Management, 1900 E Street,  
NW, Room 6500, Washington, DC  
20415

and  
Joseph Lackey, OPM Desk Officer,  
Office of Information & Regulatory  
Affairs, Office of Management and  
Budget, New Executive Office  
Building, NW, Room 10235,  
Washington, DC 20503.

Office of Personnel Management.

**Janice R. Lachance,**

*Director.*

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**BILLING CODE** 6325-01-P

**SECURITIES AND EXCHANGE  
COMMISSION****Submission for OMB Review;  
Comment Request**

Upon Written Request, Copies Available  
From: Securities and Exchange  
Commission, Office of Filings and  
Information Services, Washington, DC  
20549

Extension:

Rule 31a-2 [17 CFR 270.31a-2], SEC. File  
No. 270-174, OMB Control No. 3235-  
0179

Notice is hereby given that pursuant to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) ("Paperwork Reduction Act"), the Securities and Exchange Commission ("Commission") has submitted to the Office of Management and Budget ("OMB") a request for extension and approval of the collections of information discussed below.

Section 31(a) of the Investment Company Act of 1940 [15 U.S.C. 80a] ("Investment Company Act" or "Act") requires registered investment companies ("fund") and certain principal underwrites, broker-dealers, investment advisers and depositors of funds to maintain and preserve records as prescribed by Commission rules.<sup>1</sup> Rule 31a-1 specifies the books and records for each of these entities must be maintained.<sup>2</sup> Rule 31a-2, which the Commission adopted in 1944, specifies the time periods that entities must retain books and records required to be maintained under rule 31a-1.<sup>3</sup>

Rule 31a-2 requires the following:

(i) Every fund must preserve permanently, and in an easily accessible place for the first two years, all books and records required under rule 31a-1(b)(1)-(4).<sup>4</sup>

(ii) Every fund must preserve for at least six years, and in an easily accessible place for the first two years: (a) All books and records required under rule 31a-1(b)(5)-(12);<sup>5</sup> (b) all

<sup>1</sup> 15 U.S.C. 80a-30(a)(1).

<sup>2</sup> 17 CFR 270.31a-1.

<sup>3</sup> 17 CFR 270.31a-2.

<sup>4</sup> 17 CFR 270.31a-1(b)(1)-(4). These include, among other records, journals detailing daily purchases and sales of securities or contracts to purchase and sell securities, general and auxiliary ledgers reflecting all asset, liability, reserve, capital, income and expense accounts, separate ledgers or records reflecting separately for each portfolio security as of the trade date, all "long" and "short" positions carried by the fund for its own account, and corporate charters, certificates of incorporation, and by-laws.

<sup>5</sup> 17 CFR 270.31a-1(b)(5)-(12). These include, among other records, records of each brokerage order given in connection with purchases and sales of securities by the fund, all other portfolio purchases, records of all puts, calls, spreads, straddles or other options in which the fund has an interest, has granted, or has guaranteed, records of