

of records created using electronic mail and word processing. Proposed for permanent retention (exclusive of supporting materials) are recordkeeping copies of sanctuary designation files, sanctuary management plan review and revision files, environmental impact statements and environmental assessments, and damage assessment and restoration files, sanctuary site evaluation records, and radioactive waste dump site files.

4. Department of Defense, National Imagery and Mapping Agency (N1-537-03-17, 2 items, 2 temporary items). Systems and equipment control files relating to printing and copying equipment. Also included are electronic copies of records created using electronic mail and word processing. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

5. Department of State, Under Secretary for Public Diplomacy and Public Affairs (N1-59-03-6, 11 items, 5 temporary items). Schedules of daily activities covering routine non-substantive matters, routine correspondence files, and reference files. Also included are electronic copies of records created using electronic mail and word processing. Recordkeeping copies of subject, chronological, speech, and meeting files are proposed for permanent retention.

6. Department of State, Bureau of Political-Military Affairs (N1-59-03-7, 1 item, 1 temporary item). Routine correspondence and inquiries received by the Office of Defense Trade Controls. Records do not relate to specific arms export cases.

7. Department of State, Secretariat Staff (N1-59-03-8, 2 items, 1 temporary item). Logs and registers of retired records, telegrams, and memorandums for the 1950s and 1960s. Lists of memorandums of conversation with high level Soviet officials and lists of high level correspondence are proposed for permanent retention.

8. Department of State, Office of the Legal Adviser (N1-59-03-9, 1 item, 1 temporary item). Standard Forms 95, Claim for Damage, Injury, or Death, accumulated in connection with claims stemming from the bombing of the U.S. embassy in Nairobi, Kenya.

9. Department of the Treasury, Departmental Offices (N1-56-03-10, 41 items, 29 temporary items). Records common to Departmental Offices. Included are such records as program, subject, and correspondence files maintained at or below the Deputy Assistant Secretary level, chronological reading files, copies of weekly reports

submitted to high level officials, working papers and background materials relating to orders and directives, routine or informal publications, calendars and daily schedules, telephone logs, records that publicize activities not related to the agency's mission, and routine administrative records accumulated by committees and task forces. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of such records as program, subject, and correspondence files maintained by an Under Secretary, Assistant Secretary, or the General Counsel, weekly reports to the Secretary submitted by an Under Secretary, Assistant Secretary, or the General Counsel, orders and directives, publications, studies, and reports, press releases, speeches made by high level officials, still pictures, sound and video recordings, posters, and minutes, agendas, and other official records of agency-sponsored committees and task forces.

10. Department of the Treasury, Office of Foreign Assets Control (N1-56-03-11, 4 items, 4 temporary items). Financial transaction files that document routine compliance actions and activities that do not require the creation of a project or case file. This schedule also reduces the retention period for one-time license authorities to release funds and inquiries requesting information on agency regulations, which were previously approved for disposal.

11. Environmental Protection Agency, Office of Prevention, Pesticides, and Toxic Substances (N1-412-01-12, 2 items, 2 temporary items). Certification statements and related correspondence pertaining to the importation of materials regulated under the Toxic Substances Control Act. Also included are electronic copies of records created using electronic mail and word processing.

12. General Services Administration, Public Buildings Service (N1-121-03-1, 3 items, 3 temporary items). Records relating to construction grants, including grant award documents, requests for the release of funds, balance sheets, and close out records. Also included are electronic copies of records created using electronic mail and word processing.

Dated: September 16, 2003.

**Michael J. Kurtz,**

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

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**BILLING CODE 7515-01-P**

## **NATIONAL CREDIT UNION ADMINISTRATION**

### **Notice of Change in Date of Meeting**

The National Credit Union Administration Board voted to reschedule the date of the previously announced open Board meeting (**Federal Register**, Vol. 68, No. 178, page 54021, September 15, 2003) scheduled for Thursday, September 18, 2003, at 10 a.m., because of the Federal Government closure due to Hurricane Isabel. The meeting will be held Wednesday, September 24, at 10 a.m. Earlier announcement of this change was not practicable.

Matters to be considered are as follows:

1. Requests from Two (2) Federal Credit Unions to Convert to Community Charters.

2. Proposed Rule: Part 708a of NCUA's Rules and Regulations, Conversion of Insured Credit Unions to Mutual Savings Banks.

3. Proposed Rule: Sections 701.20 and 741.2 of NCUA's Rules and Regulations, Suretyship and Guaranty; Maximum Borrowing Authority.

4. Final Rule: Parts 723, 702, 704, 712, and 742 of NCUA's Rules and Regulations, Member Business Loans.

**FOR FURTHER INFORMATION CONTACT:** Becky Baker, Secretary of the Board, Telephone: (703) 518-63004.

**Becky Baker,**

*Secretary of the Board.*

[FR Doc. 03-24287 Filed 9-22-03; 2:00 pm]

**BILLING CODE 7535-01-M**

## **NATIONAL CREDIT UNION ADMINISTRATION**

### **Notice of Change in Time of Meeting**

The time of the previously announced closed Board meeting (**Federal Register**, Vol. 68, No. 178, page 54021, September 15, 2003) scheduled for Thursday, September 18, 2003, at 11:30 a.m., was changed to 9 a.m. due to the probability of inclement weather later in the day. Earlier announcement of this change was not practicable.

**FOR FURTHER INFORMATION CONTACT:** Becky Baker, Secretary of the Board, Telephone: (703) 518-6304.

**Becky Baker,**

*Secretary of the Board.*

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