

and employers in the recognition, avoidance, and prevention of unsafe and unhealthy working conditions. The grants are awarded for one year, with the possibility of renewal for one or more years. The grant award process is competitive.

In order to evaluate applicant requests for grants, OSHA obtains information about the applicant and its proposed program through the training grant application. These applications serve as the basis for determining which organizations are awarded grants. When grants are awarded, the applications also become part of the grant, since they include a budget and a workplan for carrying out the training being funded by the grant.

There is no other practical way to obtain this information.

## II. Current Actions

OSHA is planning to continue this form because it is planning to continue its training grant program.

*Type of Review:* Extension.

*Agency:* Occupational Safety and Health Administration.

*Title:* Application for training grant.

*OMB Number:* 1218-0020.

*Agency Number:* None.

*Recordkeeping:* Applicants that are not awarded grants are not required to retain the information. Applicants awarded grants are required to retain the information until three years after grant closeout.

*Affected Public:* Not-for-profit institutions.

*Total Respondents:* 200.

*Frequency:* Annually.

*Total Responses:* 200.

*Average Time per Response:* 59 hours.

*Estimated Total Burden Hours:* 11,800.

*Total Burden Cost (operating/maintaining):* \$337,000.

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: May 28, 1997.

**Harvey E. Harris,**

*Director, Office of Training and Education.*  
[FR Doc. 97-17042 Filed 6-27-97; 8:45 am]

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## DEPARTMENT OF LABOR

### Occupational Safety and Health Administration

#### Proposed Collection; Comment Request

**ACTION:** Notice.

**SUMMARY:** The Department of Labor, as part of its continuing effort to reduce paperwork and respondent burden, conducts a preclearance consultation program to provide the general public and Federal agencies with an opportunity to comment on proposed and/or continuing collections of information in accordance with the Paperwork Reduction Act of 1995 (PRA95) [44 U.S.C. 3506(c)(2)(A)]. 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. Currently, the Occupational Safety and Health Administration is soliciting comments concerning the proposed reinstatement of the information collection request for the Grantee Quarterly Progress Report. A copy of the proposed information collection request (ICR) can be obtained by contacting the office listed below in the ADDRESSES section of this notice.

**DATES:** Written comments must be submitted to the office listed in the addresses section below on or before August 29, 1997. 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.

**ADDRESSES:** Comments are to be submitted to the Docket Office, Docket

No. ICR 97-11, U.S. Department of Labor, Room N-2625, 200 Constitution Avenue, NW., Washington, DC 20210, telephone number (202) 219-7894. Written comments limited to 10 pages or less in length may also be transmitted by facsimile to (202) 219-5046.

**FOR FURTHER INFORMATION CONTACT:** Helen Beall, Division of Training and Educational Programs, OSHA Office of Training and Education, 1555 Times Drive, Des Plaines, Illinois 60018, telephone (847) 297-4810 (this is not a toll-free number), e-mail to [helen.beall@oti.osha.gov](mailto:helen.beall@oti.osha.gov), or send a facsimile message to (847) 297-4874. Copies of the referenced information collection request are available for inspection and copying in the Docket Office and will be mailed immediately to persons who request copies by telephoning Barbara Bielaski at (202)-219-7177. For electronic copies of the Grantee Quarterly Progress Report Information Collection Request contact OSHA's WebPage on the Internet at <http://www.osha.gov/> under Standards.

#### SUPPLEMENTARY INFORMATION:

##### I. Background

The Occupational Safety and Health Administration awards grants to nonprofit organizations to provide safety and health training to employees and employers in the recognition, avoidance, and prevention of unsafe and unhealthy working conditions. The grants are awarded for one year, with the possibility of renewal for one or more years.

In order to see that grant funds are being used in accordance with approved grants, OSHA requires grantees to report quarterly on their grant-funded activities. These reports, which show how many individuals have been trained and provide a narrative account of grant progress, are used by OSHA to monitor grant performance, to identify grant items that need to be brought to the attention of management, and to serve as one of the criteria for making decisions about continued grantee funding.

The quarterly reports enable OSHA to determine whether grant funds are being spent for the purpose for which they are intended. There is no other practical way to obtain this information.

##### II. Current Actions

OSHA is planning to reinstate this form. The form had been in use for ten years. Its approval was inadvertently allowed to lapse.

*Type of Review:* Reinstatement (with change).

Agency: Occupational Safety and Health Administration.

Title: Grantee Quarterly Progress Report.

OMB Number: 1218-0100.

Agency Number: OSHA 171.

Recordkeeping: Records are to be retained until three years after the grant is closed out.

Affected Public: Not-for-profit institutions.

Total Respondents: 26.

Frequency: Quarterly.

Total Responses: 104.

Average Time per Response: 12 hours.

Estimated Total Burden Hours: 1,248.

Total Burden Cost (operating/maintaining): \$29,536.

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: May 5, 1997.

**Harvey E. Harris,**

Director, Office of Training and Education.

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## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Records Schedules; Availability and Request for Comments

**AGENCY:** National Archives and Records Administration, Office of Records Services.

**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). Records schedules identify records of sufficient value to warrant preservation in the National Archives of the United States. Schedules also authorize agencies after a specified period to dispose of records lacking administrative, legal, research, or other value. Notice is published for records schedules that propose the destruction of records not previously authorized for disposal, or reduce the retention period for records already authorized for disposal. NARA invites public comments on such schedules, as required by 44 U.S.C. 3303a(a).

**DATES:** Requests for copies must be received in writing on or before August 14, 1997. Once the appraisal of the records is completed, NARA will send a copy of the schedule. The requester will be given 30 days to submit comments.

**ADDRESSES:** Address requests for single copies of schedules identified in this notice to the Civilian Appraisal Staff (NWRC), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001.

Requesters must cite the control number assigned to each schedule when requesting a copy. The control number appears in the parentheses immediately after the name of the requesting agency.

**FOR FURTHER INFORMATION CONTACT:** Michael L. Miller, Director, Records Management Programs, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, telephone (301) 713-7110.

**SUPPLEMENTARY INFORMATION:** Each year U.S. Government agencies create billions of records on paper, film, magnetic tape, and other media. In order to control this accumulation, agency records managers prepare records schedules specifying when the agency no longer needs the records and what happens to the records after this period. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. These comprehensive schedules provide for the eventual transfer to the National Archives of historically valuable records and authorize the disposal of all other records. Most schedules, however, cover records of only one office or program or a few series of records, and many are updates of previously approved schedules. Such schedules also may include records that are designated for permanent retention.

Destruction of records requires the approval of the Archivist of the United States. This approval is granted after a thorough study of the records that takes into account 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 historical or other value.

This public notice identifies the Federal agencies and their subdivisions requesting disposition authority, includes the control number assigned to each schedule, and briefly describes the records proposed for disposal. The records schedule contains additional information about the records and their disposition. Further information about

the disposition process will be furnished to each requester.

### Schedules Pending

1. Executive Office of the President, Office of the United States Trade Representative (N1-364-97-2). Electronic and textual records created between April 24, 1986 and January 27, 1993, that are duplicative or deal with routine administrative matters. Master files of e-mail messages will be preserved.

2. Department of Commerce, International Trade Administration (N1-489-97-2). Nairobi Protocol files in hardcopy and electronic formats.

3. Department of Commerce, National Oceanic and Atmospheric Administration (N1-370-95-2). Textual and electronic records of the Alaska Groundfish Catch and Effort Data System.

4. Department of the Interior, Bureau of Land Management (N1-49-96-4). Motor Vehicle and Aircraft Maintenance Files.

5. Department of the Treasury, United States Mint (N1-104-97-2). Duplicative and fragmentary video recordings, audio recordings, and motion picture film of the Office of Public Affairs.

6. Federal Mine Safety and Health Review Commission (N1-470-96-2). Working files of the Chairman, Commissioners, and their legal counsels, and annual budget submissions and general correspondence of the Executive Director.

7. National Archives and Records Administration (N1-GRS-97-3). Semiannual expense reports for non-federally funded travel.

8. Panama Canal Commission (N1-185-97-6). Architectural and engineering records.

9. Panama Canal Commission (N1-185-97-14). Accountable Officer's records.

10. Panama Canal Commission (N1-185-97-15). Expenditure accounting records.

11. Tennessee Valley Authority (N1-142-97-13). Automated data processing administrative forms and newsletters.

Dated: June 23, 1997.

**Michael J. Kurtz,**

Assistant Archivist, for Record Services—Washington, DC.

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