

LEGAL SERVICES CORPORATION**Sunshine Act Meeting; Meeting of the Board of Directors Operations and Regulations Committee**

"FEDERAL REGISTER CITATION OF PREVIOUS ANNOUNCEMENT: FR Doc. 99-9021 on page 17422.

PREVIOUSLY ANNOUNCED TIME AND DATE OF THE MEETING: The Operations and Regulations Committee of the Legal Services Corporation Board of Directors will meet on April 16, 1999. The meeting will begin at 10:00 p.m. and continue until the Committee concludes its agenda.

CHANGES IN THE MEETING: The meeting will begin at 10:00 a.m. and continue until the Committee concludes its agenda.

CONTACT PERSON FOR INFORMATION: Victor M. Fortuno, General Counsel and Secretary of the Corporation, at (202) 336-8810.

Dated: April 13, 1999.

Suzanne B. Glasow.

Senior Assistant General Counsel.

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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—Washington, DC.

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 June 1, 1999. 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: To request a copy of any records schedule identified in this notice, write to the Life Cycle Management Division (NWML), National Archives and Records Administration (NARA), 8601 Adelphi Road, College Park, MD 20740-6001. Requests also may be transmitted by FAX to 301-713-6852 or by e-mail to records.mgt@...arch2.nara.gov. 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: Michael L. Miller, Director, Modern Records Programs (NWM), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001, telephone (301) 713-7110.

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 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 the Air Force, Agency-wide (N1-AFU-97-16, 5 items, 5 temporary items). Files relate to Air Force radio and television service. Included are workload reports, product quality assessments, information concerning broadcast scheduling, and documents relating to the disposition and shipment of library materials.

2. Department of Energy, Agency-wide (N1-434-98-25, 3 items, 1 temporary item). Electronic copies of documents created using electronic mail and word processing relating to trips, meetings, telephone calls, and other daily activities of high officials as well as the staffing, organization, and procedures of the Department's component offices. Recordkeeping copies of these files are proposed for permanent retention.

3. Department of Energy, Agency-wide (N1-434-98-28, 172 items, 158 temporary items). Records relating to administrative and operational activities concerning environmental matters. Included are such records as form letters and requests for information, cooperative agreements with other Federal agencies and contractors, files documenting evaluation, assessment and audit activities, case files relating to the analysis of samples collected in the course of environmental investigations, program management case files, documents pertaining to worker protection, meeting minutes, inspection reports, logs and other files accumulated in connection with geological investigations, manuals, permits, shipment records, files on the