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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-2014-017]

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 [insert date 30 days from publication in the Federal Register]. Once the appraisal of the records is completed, NARA will send a copy of the schedule. NARA staff usually prepare appraisal memoranda 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 Records Management Services (ACNR) using one of the following means:

Mail: NARA (ACNR), 8601 Adelphi Road, College Park,
MD 20740-6001

E-mail: request.schedule@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: Margaret Hawkins,
Director, Records Management Services (ACNR); National
Archives and Records Administration; 8601 Adelphi Road;

College Park, MD 20740-6001. Telephone: 301-837-1799. E-mail: request.schedule@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. 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.

The schedules listed in this notice are media-neutral unless specified otherwise. An item in a schedule is media-neutral when the disposition instructions may be applied to records regardless of the medium in which the records are created and maintained. Items included in schedules submitted to NARA on or after December 17, 2007, are media-neutral unless the item is limited to a specific medium. (See 36 CFR 1225.12(e).)

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 Commerce, Bureau of the Census (DAA-0029-2013-0007, 1 item, 1 temporary item). Records relating to the production and dissemination of population estimates for the United States.

2. Department of Commerce, Bureau of Economic Analysis (DAA-0375-2014-0003, 5 items, 4 temporary items). Records relating to preparation of estimates of personal income and employment for states and local areas. Proposed for permanent retention are rankings of personal income and gross domestic product by state.

3. Department of Defense, Office of the Secretary of Defense (DAA-0330-2013-0006, 2 items, 1 temporary item). Master files of an electronic information system containing tracking information on military suicides and suicide attempts. Proposed for permanent retention are annual statistical reports on suicide events.

4. Department of Defense, Office of the Secretary of Defense (DAA-0330-2013-0008, 1 item, 1 temporary item). Master files of an electronic information system containing eye injury and eye disease data on military service members and veterans.

5. Department of Defense, Office of the Secretary of Defense (DAA-0330-2013-0016, 1 item, 1 temporary item).

Master files of an electronic information system used to track vehicle tow appeals.

6. Department of Homeland Security, Transportation Security Administration (N1-560-12-15, 9 items, 9 temporary items). Budget records related to planning, estimates, and appropriations including reports, working papers, and correspondence files.

7. Administrative Office of the United States Courts, United States District Courts (DAA-0021-2013-0006, 15 items, 14 temporary items). Records of the Federal Public Defenders Organization including routine audits, administrative records, and web postings. Proposed for permanent retention are annual reports.

8. Consumer Financial Protection Bureau, Office of Consumer Response (N1-587-12-4, 4 items, 3 temporary items). Master files of an electronic information system containing consumer complaints and quality control records. Proposed for permanent retention are reports and financial trend analysis records.

9. National Archives and Records Administration, Government-wide (DAA-GRS-2013-0006, 8 items, 8 temporary items). General Records Schedule for records related to system and data security and access, reports on computer security incidents, and backup tapes and files.

10. National Archives and Records Administration,
Government-wide (DAA-GRS-2013-0008, 5 items, 5 temporary
items). General Records Schedule for grant and cooperative
agreement program management records, grant and cooperative
agreement case files, and final grant and cooperative
agreement products or deliverables.

Paul M. Wester, Jr.,

Chief Records Officer for the U.S. Government

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