

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 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.

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-03-13, 5 items, 5 temporary items). Records relating to identifying and assisting family members of Air Force personnel who are in need of medical and/or early intervention services, including electronic copies of records created using electronic mail and word processing.

2. Department of the Army, Agency-wide (N1-AU-03-15, 3 items, 3 temporary items). Continuity of operations program records accumulated by offices other than the office with Army-wide responsibility. Included are plans, instructions, coordinating actions, initial and interim reports, and final emergency operations reports. Also included are electronic copies of documents created using electronic mail and word processing. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

3. Department of the Army, Agency-wide (N1-AU-03-16, 3 items, 3 temporary items). Background materials used to prepare studies relating to unconventional warfare and psychological operations, including electronic copies of documents created using electronic mail and word processing. This schedule also authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium. Recordkeeping copies of the studies to which these files relate were previously approved for permanent retention.

4. Department of the Army, Agency-wide (N1-AU-03-20, 2 items, 2 temporary items). Records relating to Army National Guard and Army Reserve incentive programs involving such benefits as enlistment bonuses, educational assistance, and repayment of student loans. Records include determinations, legal opinions, statistics, and reports. Also included are electronic copies of documents 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 the Army, Agency-wide (N1-AU-03-21, 3 items, 3 temporary items). Records relating to Army educational incentives and entitlements. Records include documentation on eligible participants and information related to inquiries and corrective actions to aid soldiers and veterans in obtaining educational benefits. Also included are electronic copies of documents created using electronic mail and word processing. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

6. Department of Energy, Bonneville Power Administration (N1-305-03-3, 6 items, 6 temporary items). Records relating to procurement, materials management, and quality assurance, including such matters as the disposal

of excess material and equipment, the agency's quality assurance program, and material specifications. Also included are electronic copies of records created using electronic mail and word processing. This schedule revises retention periods for these items, which were previously approved for disposal.

7. Department of Health and Human Services, Office of the Secretary (N1-468-03-2, 3 items, 3 temporary items). Records relating to weekly conference calls between headquarters and regional offices of the Office of General Counsel. Included are sound recordings, transcriptions, written summaries, and finding aids. Also included are electronic copies of records created using electronic mail and word processing.

8. Department of Homeland Security, Transportation Security Administration (N1-560-03-1, 20 items, 16 temporary items). Records of the Office of Chief Counsel, including such records as general legal files, personnel-related legal assistance files, protests to the Comptroller General, legal subject files, claim files, civil and criminal enforcement files, and international law files. Also proposed for disposal are electronic copies of documents created using word processing and electronic mail. Records proposed for permanent retention include recordkeeping copies of significant litigation files, enacted legislation files, significant regulation and rulemaking files, and formal legal opinion case files.

9. Department of Justice, Drug Enforcement Administration (N1-170-03-07, 6 items, 6 temporary items). Inputs, electronic data, outputs, and documentation associated with the Diversion Validation Tracking and Electronic Filing System, which tracks funding allocated to support the agency's diversion program. Also included are electronic copies of documents created using electronic mail and word processing.

10. Department of State, Office of War Crimes Issues (N1-59-02-2, 2 items, 1 temporary item). Electronic copies of records created using electronic mail and word processing associated with the office's program files. Recordkeeping copies of these records are proposed for permanent retention.

11. Department of the Treasury, Bureau of the Public Debt (N1-53-03-10, 1 item, 1 temporary item). Surveillance tapes of exterior building areas and interior entrance areas. This schedule authorizes the agency to destroy these records after a retention period that is shorter than the retention period included in General Records Schedule 21, Item 18.