

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION****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 January 31, 2005. 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:** You may request a copy of any records schedule identified in this notice by contacting the Life Cycle Management Division (NWML) using one of the following means: *Mail:* NARA (NWML), 8601 Adelphi Road, College Park, MD 20740-6001. *E-mail:* [records.mgt@nara.gov](mailto:records.mgt@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:** Paul M. Wester, Jr., Director, Life Cycle Management Division (NWML), National Archives and Records Administration, 8601 Adelphi Road,

College Park, MD 20740-6001. Telephone: 301-837-3120. E-mail: [records.mgt@nara.gov](mailto:records.mgt@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, 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 Commerce, Office of Acquisition Management (N1-40-05-1, 1 item, 1 temporary item).

Information concerning agency employees responsible for acquiring and managing goods and services. Records, which are maintained in a web-based system, include data concerning employees' education, training, contract warrants, certifications, and contact information.

2. Department of Labor, Bureau of International Labor Affairs (N1-174-02-4, 44 items, 16 temporary items). Program records of the Bureau, including files relating to such matters as international visitor programs, cooperative activities, technical assistance to foreign countries, grant programs, and immigration policy. 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 significant management and policy files, program files for major Bureau components, publications, international and advisory committee files, trade policy files, and research project files.

3. Department of Transportation, Bureau of Transportation Statistics (N1-398-04-19, 3 items, 3 temporary items). Records relating to the publication of notices in the **Federal Register**, including such records as drafts, final notices, newspaper clippings, and press releases. 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.

4. Department of Transportation, Bureau of Transportation Statistics (N1-398-04-20, 3 items, 3 temporary items). Records relating to the agency's responses to internal and external audits, evaluations, and investigations. Included are such records as correspondence, position papers, work plans, studies, and tracking documents. 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 Transportation, Bureau of Transportation Statistics (N1-398-04-23, 12 items, 12 temporary items). Reports filed by domestic air carriers regarding such matters as finances, freight losses, scheduled arrival performance, unaccommodated passengers, discounts, and credit extended to political candidates. 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.

6. Department of Transportation, Federal Highway Administration (N1-406-04-5, 5 items, 3 temporary items). Electronic copies of records created using electronic mail and word processing that are associated with planning, numbering, and designating interstate highways. Also included are duplicate copies of these records.

Recordkeeping copies of these files are proposed for permanent retention.

7. National Archives and Records Administration, Government-wide (N1-GRS-04-4, 9 items, 9 temporary items). Addition to the General Records Schedules covering records accumulated by Chief Information Officers. Included are records relating to such matters as information technology program planning, enterprise architecture, IT capital investments, legal and regulatory compliance, the activities of committees, and schedules of daily activities. Also included are electronic copies of records created using electronic mail and word processing.

8. National Archives and Records Administration, Office of Human Resources and Information Services (N1-64-05-2, 4 items, 4 temporary items). Case files relating to information technology projects, including records documenting various stages of the project such as concept development, system testing, and approvals. 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.

9. National Archives and Records Administration, Office of the **Federal Register** (N1-64-05-3, 4 items, 4 temporary items). Inquiries from researchers and the general public concerning publications, policies, and procedures of the **Federal Register** and other Government publications. Also included are electronic copies of records created using electronic mail and word processing.

10. Small Business Administration, Office of Capital Access (N1-309-04-1, 8 items, 8 temporary items). Inputs, outputs, master files, and documentation associated with an electronic system which contains information concerning the Small Business Investment Company interim funding process and the New Markets Venture Capital Program. Also included are electronic copies of documents created using word processing and electronic mail.

Dated: December 9, 2004.

**Michael J. Kurtz,**

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

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## **NATIONAL CRIME PREVENTION AND PRIVACY COMPACT COUNCIL**

### **Security and Management Control Outsourcing Standards**

**AGENCY:** National Crime Prevention and Privacy Compact Council.

**ACTION:** Notice.

**SUMMARY:** Pursuant to the publication requirement in title 42, United States Code, 14616, Article VI(e), the Compact Council, established by the National Crime Prevention and Privacy Compact (Compact) Act of 1998, is providing public notice of the attached Security and Management Control Outsourcing Standards (Outsourcing Standards) established by the Compact Council.

**DATES:** All comments must be received on or before February 14, 2005.

**ADDRESSES:** Send all written comments concerning these Outsourcing Standards to the Compact Council Office, 1000 Custer Hollow Road, Module C3, Clarksburg, WV 26306; Attention: Todd C. Commodore. Comments may also be submitted by fax at (304) 625-5388 or via electronic mail at [tcommodore@leo.gov](mailto:tcommodore@leo.gov). To ensure proper handling, please reference "Noncriminal Justice Outsourcing Standards" on your correspondence.

#### **FOR FURTHER INFORMATION CONTACT:**

Todd C. Commodore, FBI CJIS Division, 1000 Custer Hollow Road, Module C3, Clarksburg, WV 26306; telephone (304) 625-2803; e-mail [tcommodo@leo.gov](mailto:tcommodo@leo.gov); fax number (304) 625-5388.

**SUPPLEMENTARY INFORMATION:** The National Crime Prevention and Privacy Compact (Compact), 42 U.S.C. 14616, establishes uniform standards and processes for the interstate and Federal-State exchange of criminal history records for noncriminal justice purposes. The Compact was approved by the Congress on October 9, 1998 (Pub. L. 105-251), and became effective on April 28, 1999, when ratified by the second state. Article VI of the Compact provides for a Compact Council that has the authority to promulgate rules and procedures governing the use of the Interstate Identification Index (III) System for noncriminal justice purposes. The III is the system of Federal and State criminal history

records maintained by the Federal Bureau of Investigation (FBI).

The Compact Council has adopted an interim final rule, "Outsourcing of Noncriminal Justice Administrative Functions" (Outsourcing Rule), published elsewhere in today's edition of the **Federal Register** and to be codified at 28 CFR part 906, to permit the outsourcing of noncriminal justice administrative functions involving access to criminal history record information (CHRI) from the III System. This interim rule will permit a third party to perform noncriminal justice administrative functions relating to the processing of CHRI maintained in the III System, subject to appropriate controls, when acting as an agent for a governmental agency or other authorized recipient of CHRI. Among other things, the interim rule provides that contracts or agreements providing for the outsourcing authorized by the rule "shall incorporate by reference a security and management control outsourcing standard approved by the Compact Council after consultation with the United States Attorney General." See 28 CFR 906.2(c). The attached Security and Management Control Outsourcing Standards (Outsourcing Standards), are the standards referenced in the Outsourcing Rule. The Outsourcing Standards were developed by the Compact Council in coordination with the FBI's Criminal Justice Information Services (CJIS) Division and relevant subcommittees of the CJIS Advisory Policy Board (APB). The APB is an advisory committee with representatives of State, local, and Federal contributors and users of the FBI's National Crime Information Center information systems, including the III.

The Compact Council developed two Outsourcing Standards—one for Contractors having access to CHRI on behalf of an authorized recipient for noncriminal justice purposes and one for Contractors serving as channelers of noncriminal justice criminal history record check requests and results. The first Outsourcing Standard ("Security and Management Control Outsourcing Standard for Contractors Having Access to CHRI on Behalf of an Authorized Recipient for Noncriminal Justice Purposes") will be used by Contractors authorized to perform noncriminal justice administrative functions requiring access to CHRI without a direct connection to the FBI's CJIS Wide Area Network (WAN). The second Outsourcing Standard ("Security and Management Control Outsourcing Standard for Channelers Only") will be used by Contractors authorized access to CHRI through a direct connection to the