

Further information about the disposition process is available on request.

#### Schedules Pending

1. Department of the Air Force, Agency-wide (N1-AFU-03-10, 2 items, 2 temporary items). Biographical records concerning members of Congress and their key staff. Records are provided to Air Force representatives testifying before Congress or serving as congressional escorts and also are used in connection with mailings to members of Congress. Records include information relating to such matters as committee memberships, floor votes, and mailing addresses. Also included are electronic copies of records created using electronic mail and word processing.

2. Department of the Army, Agency-wide (N1-AU-03-4, 4 items, 2 temporary items). Summary reports associated with an electronic records system used to track the training, mobilization, and deployment of Army troops stationed in the U.S. Also included are electronic copies of documents created using electronic mail and word processing. The electronic data in this system and the related documentation are proposed for permanent retention.

3. Department of Defense, National Imagery and Mapping Agency (N1-537-02-3, 13 items, 10 temporary items). Records relating to general historical activities, historian's background files, extra copies of publications, historical property accountability files, and oral history audio recordings. Also included are electronic copies of documents created using word processing and electronic mail. Proposed for permanent retention are recordkeeping copies of files of historical materials, a record set of agency history publications, and oral history transcripts. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

4. Department of Defense, National Imagery and Mapping Agency (N1-537-03-3, 8 items, 8 temporary items). Records of the Human Resources Directorate relating to manpower structure and staffing levels. 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 Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control (N1-207-02-4, 13 items, 12 temporary items). Regulatory compliance records relating

to lead hazard control, including planning records and lists, investigation and compliance case records, and a compliance database index. Electronic copies of records created using electronic mail and word processing are also included. Recordkeeping copies of reports, studies, and publications are proposed for permanent retention.

6. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity (N1-207-03-2, 8 items, 6 temporary items). Records associated with the Title Eight Automated Paperless Office Tracking System, including such records as reference copies of system documentation, electronic web input template screens, regular and *ad hoc* reports and form letters, and backup tapes. Recordkeeping copies of the master data files and the related system documentation are proposed for permanent retention.

7. Department of Labor, Bureau of Employment Security (N1-183-03-1, 4 items, 3 temporary items). Routine congressional correspondence for the year 1964, general subject files for the period 1943-1949 that document routine administrative matters, and punch cards containing statistical data submitted by State Employment Offices for the years 1938-1969. Proposed for permanent retention are general subject files for the period 1957-1961.

8. Department of State, Foreign Service Institute (N1-59-03-4, 6 items, 6 temporary items). Electronic records relating to language training in overseas schools and language testing, including electronic copies of documents created using electronic mail and word processing. This schedule also reduces the retention period of the related paper files, which were previously approved for disposal.

9. Central Intelligence Agency, Directorate of Intelligence (N1-263-02-4, 2 items, 2 temporary items). Demarche requests created and maintained in the Center for Weapons Intelligence, Nonproliferation, and Arms Control. Also included are electronic copies of documents created using word processing and electronic mail. This schedule authorizes the agency to apply the proposed disposition instructions to any recordkeeping medium.

10. Environmental Protection Agency, Office of Water (N1-412-03-06, 4 items, 2 temporary items). Software programs and inputs associated with the Safe Drinking Water Information System, an electronic records system used to monitor compliance with the Safe Drinking Water Act. Electronic data files

and the supporting documentation are proposed for permanent retention.

11. National Archives and Records Administration, Office of the Federal Register (N1-64-03-4, 9 items, 4 temporary items). Approval letters and other correspondence relating to Incorporation by Reference publications. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of publications that were approved for Incorporation by Reference in the **Federal Register**.

12. National Commission for the Review of the National Reconnaissance Office, Agency-wide (N1-220-01-2, 3 items, 2 temporary items). A videotape copy of a commercial television production and electronic copies of documents created using word processing. Proposed for permanent retention are recordkeeping copies of records relating to the work and activities of the Commission such as correspondence, reports, briefings, organizational information, and the Commission's final report.

Dated: April 30, 2003.

**Michael J. Kurtz,**

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

[FR Doc. 03-11134 Filed 5-5-03; 8:45 am]

**BILLING CODE 7515-01-P**

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## NATIONAL COUNCIL ON DISABILITY

### Sunshine Act Meeting Notice

**TIME AND DATE:** 8:30 a.m. to 5 p.m., June 23, 2003.

**PLACE:** Millennium UN Plaza Hotel, One United Nations Plaza, New York, New York.

**STATUS:** Parts of this meeting will be open to the public. The rest of the meeting will be closed to the public.

**MATTERS TO BE CONSIDERED:** Reports from the Chairperson and the Executive Director, Committee Meetings and Committee Reports, Executive Session, Unfinished Business, New Business, Announcements, Adjournment.

**PORTIONS OPEN TO THE PUBLIC:** Reports from the Chairperson and the Executive Director, Committee Meetings and Committee Reports, Unfinished Business, New Business, Announcements, Adjournment.

**PORTIONS CLOSED TO THE PUBLIC:** Executive Session.

**CONTACT PERSON FOR MORE INFORMATION:** Mark S. Quigley, Director of Communications, National Council on

Disability, 1331 F Street, NW., Suite 850, Washington, DC 20004; 202-272-2004 (Voice), 202-272-2074 (TTY), 202-272-2022 (Fax), [mquigley@ncd.gov](mailto:mquigley@ncd.gov) (E-mail).

**AGENCY MISSION:** The National Council on Disability (NCD) is an independent federal agency composed of 15 members appointed by the President and confirmed by the U.S. Senate. Its overall purpose is to promote policies, programs, practices, and procedures that guarantee equal opportunity for all people with disabilities, including people from culturally diverse backgrounds, regardless of the nature or significance of the disability; and to empower people with disabilities to achieve economic self-sufficiency, independent living, and inclusion and integration into all aspects of society.

**ACCOMMODATIONS:** Those needing sign language interpreters or other disability accommodations should notify NCD at least one week before this meeting.

**LANGUAGE TRANSLATION:** In accordance with E.O. 13166, Improving Access to Services for Persons with Limited English Proficiency, those people with disabilities who are limited English proficient and seek translation services for this meeting should notify NCD at least one week before this meeting.

**MULTIPLE CHEMICAL SENSITIVITY/ ENVIRONMENTAL ILLNESS:** People with multiple chemical sensitivity/ environmental illness must reduce their exposure to volatile chemical substances to attend this meeting. To reduce such exposure, NCD requests that attendees not wear perfumes or scented products at this meeting. Smoking is prohibited in meeting rooms and surrounding areas.

Dated: May 2, 2003.

**Ethel D. Briggs,**  
*Executive Director.*

[FR Doc. 03-11404 Filed 5-2-03; 4:01 pm]

**BILLING CODE 6820-MA-P**

## **NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES**

### **National Endowment for the Arts; Leadership Initiatives Advisory Panel**

Pursuant to Section 10(a)(2) of the Federal Advisory Committee Act (Public Law 92-463), as amended, notice is hereby given that a meeting of the Leadership Initiatives Advisory Panel, AccessAbility section, will be held by teleconference from 1:30 p.m.-2:30 p.m. on Wednesday, May 21, 2003 in Room 528 at the Nancy Hanks Center, 1100 Pennsylvania Avenue, NW, Washington, DC, 20506.

This meeting is for the purpose of Panel review, discussion, evaluation, and recommendations on financial assistance under the National Foundation on the Arts and the Humanities Act of 1965, as amended, including information given in confidence to the agency. In accordance with the determination of the Chairman of May 2, 2002, these sessions will be closed to the public pursuant to subsection (c)(4), (6) and (9)(B) of section 552b of Title 5, United States Code.

Further information with reference to this meeting can be obtained from Ms. Kathy Plowitz-Worden, Panel Coordinator, National Endowment for the Arts, Washington, DC, 20506, or call 202/682-5691.

Dated: April 29, 2003.

**Kathy Plowitz-Worden,**  
*Panel Coordinator, Panel Operations,*  
*National Endowment for the Arts.*

[FR Doc. 03-11145 Filed 5-5-03; 8:45 am]

**BILLING CODE 7537-01-P**

## **NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES**

### **National Endowment of the Arts; Determination of the Chairman of the National Endowment for the Arts as to Certain Advisory Committees: Public Disclosure of Information and Activities**

The National Endowment for the Arts utilizes advice and recommendations of advisory committees in carrying out many of its functions and activities.

The Federal Advisory Committee Act, as amended (Pub. L. 92-463), governs the formation, use, conduct, management, and accessibility to the public of committees formed to advise and assist the Federal Government. Section 10 of the act specifies that department and agency heads shall make adequate provisions for participation by the public in the activities of advisory committees, except to the extent a determination is made in writing by the department or agency head that a portion of an advisory committee meeting may be closed to the public in accordance with subsection (c) of section 552b of title 5, United States Code.

It is the policy of the National Endowment for the Arts to make the fullest possible disclosure of records to the public, limited only by obligations of confidentiality and administrative necessity. Consistent with this policy, meetings of the following Endowment advisory committees will be open to the public except for portions dealing with

the review, discussion, evaluation, and/or ranking of grant applications: Combined Arts, Fellowships, Leadership Initiatives, Partnership, Special Projects, and the Federal Advisory Committee on International Exhibitions.

The portions of the meetings involving the review, discussion, evaluation and ranking of grant applications may be closed to the public for the following reasons:

Information and data are furnished to the Endowment by grant applicants with the expectation that such information will be treated on a confidential basis and not necessarily disclosed to the public until such time as a final funding decision has been rendered. This information may include such matters as details relating to the type of design or work to be performed, adequacy of the applicant's facilities, competence of the applicant's staff, proposed budget, personal biographical data, and other material which would not otherwise be disclosed. If the process were not to continue on a confidential basis, grant applicants would not supply sufficiently detailed information so essential for complete and effective review of their proposals.

Further, public discussion of the merits of proposals not recommended for funding could subject unsuccessful grant applicants to negative speculation about the quality of the applicants' work. Additionally, premature public disclosure might adversely influence or prejudice the decisions of other funding sources in connection with their review of similar proposals.

Endowment consultant-experts are chosen from among persons recognized for their expertise in the arts. These experts review and evaluate applications for financial assistance submitted to the Endowment by their peers and colleagues in the respective cultural fields. As a result, public participation in panel meetings involving application review, during which negative criticisms of an applicant's work are expressed, undoubtedly would affect a consultant-expert's willingness to express his or her full and frank opinion regarding the merits of the proposed project or activity. Accordingly, the Endowment's capacity effectively to carry out its statutory mandate and maintain the highest possible standards of quality with respect to funding recommendations would be seriously impaired by its inability to conduct the application review process in a confidential atmosphere conducive to the candid and honest exchange of ideas. Thus, such public participation