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#### SUPPLEMENTARY INFORMATION

##### I. Submission of Comments in This Notice and Internet Access to Comments and Submissions

You may submit comments in response to this document by (1) hard copy, (2) FAX transmission (facsimile), or (3) electronically through the OSHA webpage. Please note you cannot attach materials such as studies or journal articles to electronic comments. If you have additional materials, you must submit three copies of them to the OSHA Docket Office at the address above. The additional materials must clearly identify your electronic comments by name, date, subject and docket number so we can attach them to your comments. Because of security-related problems there may be a significant delay in the receipt of comments by regular mail. Please contact the OSHA Docket Office at (202) 693-2350 for information about security procedures concerning the delivery of material by express delivery, hand delivery and messenger service.

##### II. Background

The Department of Labor, as part of its continuing effort to reduce paperwork and respondent (*i.e.*, employer) burden, conducts a preclearance consultation program to provide the public with an opportunity to comment on proposed and continuing information-collection requirements in accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3506(c)(2)(A)).

This program ensures that information is in the desired format, reporting burden (time and costs) is minimal, collection instruments are clearly understood, and OSHA's estimate of the information collection burden is correct.

Section 21 of the Occupational Safety and Health Act of 1970 (the "OSH Act") (29 U.S.C. 670) authorizes the Occupational Safety and Health Administration ("OSHA" or the "Agency") to conduct directly, or through grants and contracts, education and training courses. These courses must ensure an adequate number of qualified personnel to fulfill the purposes of the Act, provide them with short-term training, inform them of the importance and proper use of safety and health equipment, and train employers and employees to recognize, avoid, and

prevent unsafe and unhealthful working conditions.

Under Section 21, OSHA awards training grants to nonprofit organizations to provide part of the required training. The Agency requires organizations that receive these grants to submit quarterly progress reports that provide information on their grant-funded training activities; these reports allow OSHA to monitor the grantee's performance and to determine if an organization is using grant funds as specified in its grant application. Accordingly, the Agency compares the information provided in the quarterly progress report to the quarterly milestones proposed by the organization in the workplan and budget that accompanied the grant application. This information includes: Identifier data (organization name and grant number); the date and location where the training occurred; the length of training (hours); the number of employees and employers attending training sessions provided by the organization during the quarter; a description of the training provided; a narrative account of the grant activities conducted during the quarter; and an evaluation of progress regarding planned versus actual work accomplished. This comparison permits OSHA to determine if the organization is meeting the proposed program goals and objectives, and spending funds in the manner described in the proposed budget.

Requiring these reports on a quarterly basis enables OSHA to identify workplan, training and expenditure discrepancies in a timely fashion so that it can implement appropriate action. In addition, this information permits the Agency to access an organization's ability to meet projected milestones and expenditures; this ability serves as one of the criteria used by the Agency in determining whether or not to renew the organization's training grant for subsequent years.

##### III. Special Issues for Comment

OSHA has a particular interest in comments on the following issues:

- Whether the proposed information-collection requirements are necessary for the proper performance of the Agency's functions, including whether the information is useful;
- The accuracy of the Agency's estimate of the burden (time and costs) of the information-collection requirements, including the validity of the methodology and assumptions used;
- The quality, utility, and clarity of the information collected; and
- Ways to minimize the burden on employers who must comply; for

example, by using automated or other technological information-collection and -transmission techniques.

##### IV. Proposed Actions

OSHA is proposing to extend the information-collection (paperwork) requirements specified in the Grantee Quarterly Progress Report. The Agency will summarize the comments submitted in response to this notice, and will include this summary, along with the comments, in its request to OMB to extend the approval of these information-collection requirements.

*Type of Review:* Extension of currently approved information-collection requirements.

*Title:* Grantee Quarterly Progress Report.

*OMB Number:* 1218-0100.

*Affected Public:* Not-for-profit institutions.

*Number of Respondents:* 67.

*Frequency:* Quarterly.

*Total Responses:* 67.

*Average Time Per Response:* 12 hours.

*Estimated Total Burden Hours:* 3,216. (*Operations and Maintenance*): \$0.

##### V. Authority and Signature

John L. Henshaw, Assistant Secretary of Labor for Occupational Safety and Health, directed the preparation of this notice. The authority for this notice is the Paperwork Reduction Act of 1995 (44 U.S.C. 3506) and Secretary of Labor's Order No. 5-2002 (67 FR 65008).

Signed at Washington, DC, on March 15, 2004.

**John L. Henshaw,**

*Assistant Secretary of Labor.*

[FR Doc. 04-6100 Filed 3-17-04; 8:45 am]

BILLING CODE 4510-26-M

#### NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice: (04-044)]

##### Alternative Fuel Vehicle Acquisitions; Notice of Availability

**AGENCY:** National Aeronautics and Space Administration (NASA).

**ACTION:** Notice of availability of NASA's annual report on its alternative fuel vehicle (AFV) acquisitions for fiscal year 2003.

**SUMMARY:** Under the Energy Policy Act of 1992 (42 U.S.C. 13211-13219) as amended by the Energy Conservation Reauthorization Act of 1998 (Pub. L. 105-388), and Executive Order 13149 (April 2000), "Greening the Government Through Federal Fleet and

Transportation Efficiency," NASA's annual AFV reports are available on the following NASA Web site: <http://www.hq.nasa.gov/office/codej/codejlg/afv.htm>.

**ADDRESSES:** Logistics Management Division, NASA Headquarters, Code OJG, 300 E Street SW., Washington, DC 20546-0001.

**FOR FURTHER INFORMATION CONTACT:** William Gookin, (202) 358-2306, or [william.e.gookin@nasa.gov](mailto:william.e.gookin@nasa.gov).

**Jeffrey E. Sutton,**

*Assistant Administrator for Institutional and Corporate Management.*

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**BILLING CODE 7510-01-P**

## 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 May 3, 2004. 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 Health and Human Services, Agency for Healthcare Research and Quality (N1-510-02-1, 7 items, 4 temporary items). Outputs and copies of electronic records associated with the Executive Secretariat Controlled Correspondence System. Also included are electronic copies of records created using electronic mail and word processing. Proposed for permanent retention are recordkeeping copies of correspondence, master data files, and related documentation.

2. Department of Homeland Security, Information Analysis and Infrastructure Protection Directorate (N1-563-04-9, 1 item, 1 temporary item). Voluntary submissions of Critical Infrastructure Information that does not meet the requirements for protection contained in Section 214 of the Homeland Security Act of 2002. Records are received in all media and formats.

3. Department of Homeland Security, Federal Emergency Management Agency (N1-311-04-2, 3 items, 2 temporary items). Electronic copies of records created using electronic mail and word processing relating to agreements with foreign governments to exchange emergency management expertise. Recordkeeping copies of these files are proposed for permanent retention.

4. Department of Homeland Security, Transportation Security Administration (N1-560-04-1, 14 items, 14 temporary items). Subject files, acquisition plans, contract files, unsolicited proposal files, contract dispute files, reports, and policy files accumulated by the Office of Acquisitions. Also included are electronic copies of records created using electronic mail and word processing.

5. Department of Homeland Security, Transportation Security Administration (N1-560-03-4, 18 items, 17 temporary items). Records of the Office of the Ombudsman relating to complaints made by air travelers and agency employees. Records include