

Department and its components in the "United States Government Manual," which is issued annually and is available in most libraries, as well as for sale from the Government Printing Office's Superintendent of Documents. This manual also can be accessed electronically at the Government Printing Office's World Wide website (which can be found at [http://www.access.gpo.gov/su\\_docs/](http://www.access.gpo.gov/su_docs/).) If you cannot determine where within the Department to send your request, you may send it to the FOIA/PA Mail Referral Unit, Justice Management Division, U.S. Department of Justice, 950 Pennsylvania Avenue NW, Washington, DC 20530-0001. That office will forward your request to the component(s) it believes most likely to have the records that you want. Your request will be considered received as of the date it is received by the proper component's FOIA office. For the quickest possible handling, you should mark both your request letter and the envelope "Freedom of Information Act Request." (b) Description of records sought. You must describe the records that you seek in enough detail to enable Department personnel to locate them with a reasonable amount of effort. Whenever possible, your request should include specific information about each record sought, such as the date, title or name, author, recipient, and subject matter of the record. In addition, if you want records about a court case, you should provide the title of the case, the court in which the case was filed, and the nature of the case. If known, you should include any file designations or descriptions for the records that you want. As a general rule, the more specific you are about the records or type of records that you want, the more likely the Department will be able to locate those records in response to your request. If a component determines that your request does not reasonably describe records, it shall tell you either what additional information is needed or why your request is otherwise insufficient. The component also shall give you an opportunity to discuss your request so that you may modify it to meet the requirements of this section. If your request does not reasonably describe the records you seek, the agency's response to your request may be delayed.

**Code of Federal Regulations/Title 28—Judicial Administration/Vol. 1/2013—07-01279**

(c) Agreement to pay fees. If you make a FOIA request, it shall be considered an agreement by you to pay all applicable fees charged under § 16.11, up to

\$25.00, unless you seek a waiver of fees. The component responsible for responding to your request ordinarily will confirm this agreement in an acknowledgement letter. When making a request, you may specify a willingness to pay a greater or lesser amount.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond/reply:* An estimated 21,406 FOI/PA requests are completed annually. These requests can be submitted via free-form letter, email or the eFOIA form. In FY 2017, approximately 16,402 online eFOIA forms were submitted. An average of 8 minutes per respondent is needed to complete form the eFOIA form. The estimated range of burden for respondents is expected to be between 4 minutes to 12 minutes for completion.

(6) *An estimate of the total public burden (in hours) associated with the collection:* The estimated public burden associated with this collection is .5 hours. It is estimated that respondents will take .5 hour to complete a questionnaire. The burden hours for collecting respondent data sum to 250 hours 500 respondents × .5 hours = 250 hours).

If additional information is required contact: Melody Braswell, Department Clearance Officer, PRA, U.S. Department of Justice, Justice Management Division, Policy and Planning Staff, Two Constitution Square, 145 N Street NE, Suite 3E.405B, Washington, DC 20530.

Dated: December 11, 2017.

**Melody Braswell,**

*Department Clearance Officer, PRA, U.S. Department of Justice.*

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**BILLING CODE 4410-02-P**

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

**Meetings of Humanities Panel**

**AGENCY:** National Endowment for the Humanities.

**ACTION:** Notice of meetings.

**SUMMARY:** The National Endowment for the Humanities will hold three meetings of the Humanities Panel, a federal advisory committee, during January, 2018. The purpose of the meetings is for panel review, discussion, evaluation, and recommendation of applications for financial assistance under the National Foundation on the Arts and Humanities Act of 1965.

**DATES:** See Supplementary Information section for meeting dates. The meetings

will open at 8:30 a.m. and will adjourn by 5:00 p.m. on the dates specified below.

**ADDRESSES:** Please see **SUPPLEMENTARY INFORMATION** for locations.

**FOR FURTHER INFORMATION CONTACT:**

Elizabeth Voyatzis, Committee Management Officer, 400 7th Street SW, Room 4060, Washington, DC 20506; (202) 606-8322; [evoyatzis@neh.gov](mailto:evoyatzis@neh.gov).

**SUPPLEMENTARY INFORMATION:** Pursuant to section 10(a)(2) of the Federal Advisory Committee Act (5 U.S.C. App.), notice is hereby given of the following meetings:

**1. Date:** January 8, 2018.

This meeting will discuss applications for Next Generation Humanities Ph.D.: Planning Grants, submitted to the Division of Education Programs. The meeting will be held at the NEH offices at 400 7th Street SW, Washington, DC 20506.

**2. Date:** January 18, 2018.

This meeting will discuss applications on the subjects of the Americas and Europe: History, Social Sciences, Literature, and Studies Linguistics, for Kluge Fellowships, submitted to the Division of Research Programs. The meeting will be held at The Library of Congress, Jefferson Building, 10 First Street SE, Room LJ-220, Washington, DC 20540.

**2. Date:** January 22, 2018.

This meeting will discuss applications on the subjects of Africa, Asia, and Europe: History, Social Sciences, Literature, and Studies for Kluge Fellowships, submitted to the Division of Research Programs. The meeting will be held at The Library of Congress, Jefferson Building, 10 First Street SE, Room LJ-220, Washington, DC 20540.

Because these meetings will include review of personal and/or proprietary financial and commercial information given in confidence to the agency by grant applicants, the meetings will be closed to the public pursuant to sections 552b(c)(4) and 552b(c)(6) of Title 5, U.S.C., as amended. I have made this determination pursuant to the authority granted me by the Chairman's Delegation of Authority to Close Advisory Committee Meetings dated April 15, 2016.

Dated: December 11, 2017.

**Elizabeth Voyatzis,**

*Committee Management Officer.*

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