NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

Agency Information Collection Activities: Submission for OMB Review; Comment Request

AGENCY: National Archives and Records Administration (NARA).

ACTION: Notice.

SUMMARY: NARA gives public notice that it has submitted to OMB for approval the information collection described in this notice. We invite you to comment on the proposed information collection pursuant to the Paperwork Reduction Act of 1995.

DATES: OMB must receive written comments at the address below on or before October 11, 2016.

ADDRESSES: Send comments to Mr. Nicholas A. Fraser, desk officer for NARA, by mail to Office of Management and Budget; New Executive Office Building; Washington, DC 20503; fax to 202–395–5167; or by email to Nicholas_A_Fraser@omb.eop.gov.

FOR FURTHER INFORMATION CONTACT: Direct requests for additional information or copies of the proposed information collection and supporting statement to Tamee Fechhelm by phone at 301–837–1694 or by fax at 301–713–7409.

SUPPLEMENTARY INFORMATION: Pursuant to the Paperwork Reduction Act of 1995 (Pub. L. 104–13), NARA invites public comments on such information collection.

In response to this notice, comments and suggestions should address one or more of the following points: (a) Whether the proposed information collection is necessary for NARA to properly perform its functions; (b) NARA’s estimate of the burden of the proposed information collection and its accuracy; (c) ways NARA could enhance the quality, utility, and clarity of the information it collects; (d) ways NARA could minimize the burden on respondents of collecting the information, including through information technology; and (e) whether the collection affects small businesses.

Once NARA finishes appraising the records, you may request a copy of an appraisal report. You have 30 days after we provide them once we have completed an appraisal. You may also provide them once we have completed the appraisal. You have 30 days after we provide them once we have completed the appraisal.

In order to fulfill its Government-wide statutory mission, OGIS provides varying types of assistance to its customers, which requires communicating with Government departments and agencies regarding the customer’s FOIA/Privacy Act request/appal. Under the Privacy Act, the agencies may not share people’s personal information without either a routine use that they inform people of prior to gathering the information, or permission from the involved person. As a result, OGIS uses NA Form 10003 to collect that authorization and the identifying information necessary for the agency to identify the correct files so that OGIS may provide the requested assistance. Without the information submitted in NA Form 10003, OGIS would be unable to fulfill its mission or provide assistance to requesters.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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Records Appraisal and Agency Assistance (ACRA); National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740–6001, by phone at 301–837–1799, or by email at request.schedule@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 records retention periods and submit these schedules for NARA’s approval. These schedules provide for timely transfer into the National Archives of historically valuable records and authorize the agency to dispose 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.

The schedules listed in this notice are media neutral unless otherwise specified. An item in a schedule is media neutral when an agency may apply the disposition instructions to records regardless of the medium in which it creates or maintains the records. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is expressly limited to a specific medium. (See 36 CFR 1225.12(e).)

Agencies may not destroy Federal records without Archivist of the United States’ approval. The Archivist approves destruction only after thoroughly considering the records’ administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government’s activities, and whether or not the records have historical or other value.

In addition to identifying the Federal agencies and any subdivisions requesting disposition authority, this notice lists the organizational unit(s) accumulating the records (or notes that the schedule has agency-wide applicability when schedules cover records that may be accumulated throughout an agency); 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); and 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 also includes information about the records. You may request additional information about the disposition process at the addresses above.

Schedules Pending

1. Department of Agriculture, Farm Service Agency (DAA–0145–2016–0007, 2 items, 2 temporary items). Records related to state and county offices, including annual reports, publications, and meeting minutes.

2. Department of Agriculture, Farm Service Agency (DAA–0145–2016–0012, 8 items, 8 temporary items). Records related to marketing quota and acreage allotment programs.

3. Department of Agriculture, Farm Service Agency (DAA–0145–2016–0014, 9 items, 9 temporary items). Records related to eligible producers participating in farm service and commodity credit programs.


5. Department of the Army, Agency-wide (DAA–AU–2014–0002, 1 item, 1 temporary item). Master files of an electronic information system that contains records relating to maintenance tool inventory.


7. Department of Defense, Defense Threat Reduction Agency (DAA–0374–2014–0010, 1 item, 1 temporary item). Documents relating to tracking the condition, tracking the location, and the retirement of weapons systems under specific military commands.


11. Department of Homeland Security, United States Citizenship and Immigration Services (DAA–0566–2016–0016, 8 items, 4 temporary items). Citizenship and naturalization forms and supporting documentation when rejected for incorrect fees or non-sufficient funds, when incomplete or missing signature(s), when abandoned, or when withdrawn. Proposed for permanent retention are all other citizenship and naturalization forms (approved, denied, terminated, and administratively closed).


Laurence Brewer,
Chief Records Officer for the U.S. Government.

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