

Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740–6001. Telephone: 301–837–1799. Email: [request.schedule@nara.gov](mailto: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 retention periods for records and submit these schedules for NARA's approval. 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.

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

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 people 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-wide (DAA–0468–2013–0009, 4 items, 2 temporary items). Routine and working files of high-level officials. Proposed for permanent retention are official files and briefing books of high-level officials.

2. Department of Health and Human Services, Administration for Children and Families (DAA–0292–2012–0001, 6 items, 6 temporary items). Children's Bureau records including child and family services plans, child and family services reviews, and eligibility review reports.

3. Department of Health and Human Services, Office of the Secretary (DAA–0468–2013–0010, 3 items, 1 temporary item). Final audit reports and audit working papers. Proposed for permanent retention are significant final audit reports.

4. Department of Homeland Security, Transportation Security Administration (N1–560–12–12, 5 items, 5 temporary items). Working papers, reports, and referrals of a passenger security program.

5. Department of the Interior, Bureau of Land Management (DAA–0049–2013–0002, 2 items, 1 temporary item). Production accountability review records for oil and gas leases on public lands. Proposed for permanent retention are production accountability review records for Indian Trust lands.

6. Department of Justice, United States Marshals Service (DAA–0527–2013–0021, 1 item, 1 temporary item). Identity records created for witnesses or potential witnesses for the Federal or state government in criminal proceedings.

7. Department of State, Bureau of Diplomatic Security (DAA–0059–2012–0002, 7 items, 5 temporary items). Records of the Public Affairs Office including subject files, publications, newsletters, and presentations. Proposed for permanent retention are photographs and historical publications.

8. Department of State, Bureau of International Narcotics and Law Enforcement (DAA–0059–2013–0003, 6 items, 2 temporary items). Audit and project files of the Office of Iraq Programs. Proposed for permanent retention are program files and significant project files.

9. Department of the Treasury, Office of the Chief Information Officer (DAA–0056–2012–0002, 4 items, 4 temporary

items). Master files and system documentation of an electronic information system used to track information systems within the Department. Records also include program development and reporting records.

Dated: December 4, 2013.

**Paul M. Wester, Jr.,**

*Chief Records Officer for the U.S. Government.*

[FR Doc. 2013–29424 Filed 12–9–13; 8:45 am]

**BILLING CODE 7515–01–P**

## NATIONAL FOUNDATION FOR THE ARTS AND THE HUMANITIES

### Notice of Proposed Information Collection Requests: Heritage Health Index II on the State of America's Collections (HHI II)

**AGENCY:** Institute of Museum and Library Services, National Foundation for the Arts and the Humanities.

**ACTION:** Notice, request for comments, collection of information.

**SUMMARY:** The Institute of Museum and Library Services (IMLS), as part of its continuing effort to reduce paperwork and respondent burden, conducts a pre-clearance consultation program to provide the general public and federal agencies with an opportunity to comment on proposed and/or continuing collections of information in accordance with the Paperwork Reduction Act (44 U.S.C. Chapter 35). This pre-clearance consultation program helps to ensure that requested data can be provided in the desired format, reporting burden (time and financial resources) is minimized, collection instruments are clearly understood, and the impact of collection requirements on respondents can be properly assessed. By this notice, IMLS is soliciting comments concerning a proposed survey to collect information to monitor the use, expectations of and satisfaction with cultural programs and services, most especially library and museum services.

A copy of the proposed information collection request can be obtained by contacting the individual listed below in the **ADDRESSES** section of this notice.

**DATES:** Written comments must be submitted to the office listed in the addressee section below on or before February 6, 2014. IMLS is particularly interested in comments that help the agency to:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the

functions of the agency, including whether the information will have practical utility;

- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated electronic, mechanical, or other technological collection techniques, or other forms of information technology, e.g., permitting electronic submissions of responses.

**ADDRESSES:** Send comments to: Christopher J. Reich, Senior Advisor, Institute of Museum and Library Services, 1800 M St. NW, 9th Floor, Washington, DC 20036. Mr. Reich can be reached by Telephone: 202-653-4685, Fax: 202-653-4608, or by email at [creich@imls.gov](mailto:creich@imls.gov), or by teletype (TTY/TDD) for persons with hearing difficulty at 202-653-4614.

**SUPPLEMENTARY INFORMATION:**

**I. Background**

The Institute of Museum and Library Services is the primary source of federal support for the Nation's 123,000 libraries and 17,500 museums. The Institute's mission is to inspire libraries and museums to advance innovation, learning and civic engagement. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. IMLS is responsible for identifying national needs for and trends in museum, library, and information services; measuring and reporting on the impact and effectiveness of museum, library and information services throughout the United States, including programs conducted with funds made available by IMLS; identifying, and disseminating information on, the best practices of such programs; and developing plans to improve museum, library and information services of the United States and strengthen national, State, local, regional, and international communications and cooperative networks (20 U.S.C. Chapter 72, 20 U.S.C. 9108).

**II. Current Actions**

The intention of the Heritage Health Index II on the State of America's Collections (HHI II) is to assess the state

of preservation across the entire spectrum of collecting institutions, large and small, from internationally renowned art museums and research libraries to local historical societies and specialized archives. Conservation practices on all types of media will be covered, with a small number of questions about each topic included on the survey.

The purpose of this survey is to gather information on the state of collections care across cultural heritage organizations, including tracking trends and assessing the current state of digital conservation. The design of the HHI II will be a repeated cross-sectional web survey of U.S. cultural heritage organizations, which will yield a minimum of 3,000 cases.

The HHI II will include a core set of institutional and administrative questions (e.g., size, number of paid staff, number of visitors, governance, geographic area) as well as a core set of questions grouped by conservation practices and standards (e.g., environmental controls; long-range and emergency planning; funding and expenditures on collections; number of collections items and the state of each item). In addition to these core questions, supplemental questions may also be included.

*Agency:* Institute of Museum and Library Services.

*Title:* Heritage Health Index II on the State of America's Collections (HHI II).

*OMB Number:* To Be Determined.

*Frequency:* N/A.

*Affected Public:* The target population for the HHI II Survey is U.S. cultural heritage organizations, including libraries, museums, archives, and archaeological repositories. A national probability sample of institutions generated using available mailing lists will be employed by the survey. Individual survey respondents within selected institutions will be knowledgeable persons about collections care and practices.

*Number of Respondents:* 3,000.

*Estimated Average Burden per*

*Response:* The burden per respondent is estimated to be an average of 45 minutes based on the size of the questionnaire.

*Estimated Total Annual Burden:* 2,250 hours.

*Total Annualized capital/startup costs:* n/a.

*Total Annual costs:* To be determined.

*Public Comments Invited:* Comments submitted in response to this notice will be summarized and/or included in the request for OMB's clearance of this information collection.

**FOR FURTHER INFORMATION CONTACT:** Christopher J. Reich, Senior Advisor,

Institute of Museum and Library Services, 1800 M St., NW., 9th Floor, Washington, DC 20036. Mr. Reich can be reached by Telephone: 202-653-4685, Fax: 202-653-4608, or by email at [creich@imls.gov](mailto:creich@imls.gov), or by teletype (TTY/TDD) for persons with hearing difficulty at 202/653-4614. Office hours are from 8:30 a.m. to 5 p.m., E.T., Monday through Friday, except Federal holidays.

Dated: December 5, 2013.

**Kim Miller,**

*Management Analyst.*

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

**Humanities Panel Advisory Committee**

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

**ACTION:** Notice of Charter Renewal for Humanities Panel Advisory Committee.

**SUMMARY:** Pursuant to section 9(a)(2) of the Federal Advisory Committee Act (5 U.S.C. App.) and its implementing regulations, 41 CFR 102-3.65, the National Endowment for the Humanities (NEH) gives notice that the Charter for the Humanities Panel advisory committee was renewed for an additional two-year period on November 26, 2013. The Acting Chairman of NEH determined that the renewal of the Humanities Panel is necessary and in the public interest in connection with the performance of duties imposed upon the Chairperson of NEH by the National Foundation on the Arts and the Humanities Act of 1965, 20 U.S.C. 951 et seq., as amended.

**FOR FURTHER INFORMATION CONTACT:**

Lisette Voyatzis, Committee Management Officer, 1100 Pennsylvania Ave. NW., Room 529, Washington, DC 20506. Telephone: (202) 606-8322, facsimile (202) 606-8600, or email at [gencounsel@neh.gov](mailto:gencounsel@neh.gov). Hearing-impaired individuals are advised that information on this matter may be obtained by contacting the National Endowment for the Humanities' TDD terminal at (202) 606-8282.

Dated: December 5, 2013.

**Lisette Voyatzis,**

*Committee Management Officer.*

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