

Indiana—Indianapolis, 950 N. Meridian Street, Room 400, Indianapolis, Indiana 46204.

Iowa—Des Moines, 210 Walnut Street, Room 369, Des Moines, Iowa 50309.

Kansas—Wichita, 271 West 3rd Street North, Suite 1050, Wichita, Kansas 67202-1212.

Kentucky—Louisville, 601 West Broadway, Room 390, Louisville, Kentucky 40202.

Louisiana—New Orleans, 701 Loyola Avenue, New Orleans, Louisiana 70113.

Maine—Portland, 176 Gannet Drive, South Portland, Maine 04106.

Maryland—Baltimore, 31 Hopkins Place, Baltimore, Maryland 21201.

Massachusetts—Boston, Government Center, JFK Federal Building, Boston, Massachusetts 02203.

Michigan—Detroit, 333 Mount Elliot Street, Detroit, Michigan 48207-4381.

Minnesota—Minneapolis, 2901 Metro Drive, Suite 100, Bloomington, Minnesota 55425.

Missouri—Kansas City, 9747 Northwest Conant Avenue, Kansas City, Missouri 64153.

Missouri—St. Louis, 1222 Spruce Street, St. Louis, Missouri 63103.

Montana—Helena, 2800 Skyway Drive, Helena, Montana 59601.

Nebraska—Omaha, 3736 South 132nd Street, Omaha, Nebraska 68144.

Nevada—Las Vegas, 3373 Pepper Lane, Las Vegas, NV 89120-2739.

Nevada—Reno, 1352 Corporate Boulevard, Reno, Nevada 85902.

New Hampshire—Manchester, 803 Canal Street, Manchester, New Hampshire 03101.

New Jersey—Cherry Hill, 1886 Greentree Road, Cherry Hill, New Jersey 08003.

New Jersey—Newark, 970 Broad Street, Newark, New Jersey 07102.

New Mexico—Albuquerque, 1720 Randolph Road, SE., Albuquerque, New Mexico 87106.

New York—Albany, 1086 Troy-Schenectady Road, Latham, New York 12110.

New York—Buffalo, 130 Delaware Avenue, Buffalo, New York 14202.

New York—New York City, 26 Federal Plaza, New York, New York 10278.

North Carolina—Charlotte, 210 E. Woodlawn Road, Building 6, Suite 138, Charlotte, North Carolina 28217.

Ohio—Cincinnati, 550 Main Street, Room 4001, Cincinnati, Ohio 45202.

Ohio—Cleveland, 1240 East Ninth Street, Cleveland, Ohio 44199.

Ohio—Columbus, 50 West Broad Street, Suite 304D, Columbus, Ohio 43215.

Oklahoma—Oklahoma City, 4149 Highline Boulevard, Suite 300, Oklahoma City, Oklahoma 73108.

Oregon—Portland, 511 Northwest Broadway, Portland, Oregon 97209.

Pennsylvania—Philadelphia, 1600 Callowhill Street, Philadelphia, Pennsylvania 19130.

Pennsylvania—Pittsburgh, 1000 Liberty Avenue, Room 214, Pittsburgh, Pennsylvania 15222.

Puerto Rico—San Juan, 7 Tabonuco Street, Guaynabo, Puerto Rico 00968.

Rhode Island—Providence, 200 Dyer Street, Providence, Rhode Island 02903.

St. Croix—Christiansted, Sunny Isle Shopping Center, Christiansted, St. Croix, U. S. Virgin Islands 00820.

St. Thomas—Charlotte, Amalie Nisky Center, Suite 1A, First Floor South, Charlotte Amalie, St. Thomas, U. S. Virgin Islands 00802.

South Carolina—Charleston, 170 Meeting Street, Fifth Floor, Charleston, South Carolina 29401.

South Carolina—Greer, 142-D West Philips Road, Greer, South Carolina 29650.

Tennessee—Memphis, 1314 Sycamore View Road, Suite 100, Memphis, Tennessee 38134.

Texas—Dallas, 8101 North Stemmons Freeway, Dallas, Texas 75247.

Texas—El Paso, 1545 Hawkins Boulevard, El Paso, Texas 79925.

Texas—Harlingen, 2102 Teege Avenue, Harlingen, Texas 78550-4667.

Texas—Houston, 126 Northpoint Drive, Houston, Texas 77060.

Texas—San Antonio, 8904 Fourwinds Drive, San Antonio, Texas 78239.

Utah—Salt Lake City, 5272 South College Drive, #100, Murray, Utah 84123.

Vermont—St. Albans, 64 Gricebrook Road, St. Albans, Vermont 05478.

Virginia—Norfolk, 5280 Henneman Drive, Norfolk, Virginia 23513.

Washington, DC, 4420 North Fairfax Drive, Arlington, Virginia 22203.

Washington—Seattle, 815 Airport Way, South, Seattle, Washington 98134.

Washington—Spokane, 920 W. Riverside Room 691, Spokane, Washington 99201.

Washington—Yakima, 417 E. Chestnut, Yakima, Washington 98901.

West Virginia—Charleston, 210 Kanawha Boulevard West, Charleston, West Virginia 25302.

Wisconsin—Milwaukee, 310 East Knapp Street, Milwaukee, Wisconsin 53202.

For further information relating to this notice and information about local office hours and locations, the public may call the National Customer Service Center at 1-800-375-5283 or (TTY) 1-800-767-1833, or visit the INS Web site at <http://www.ins.gov/>.

[FR Doc. 03-1163 Filed 1-15-03; 8:45 am]

BILLING CODE 4410-10-P

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Agency Information Collection Activities: Proposed Collection; Comment Request

**AGENCY:** National Archives and Records Administration (NARA).

**ACTION:** Notice.

**SUMMARY:** NARA is giving public notice that the agency proposes to request use of two new information collections. The first information collection consists of two forms, NA 14123 and NA 14124, used to register records management conference and training class attendees and to collect and process credit card payments. The second information collection is another form, NA Form

14115, Professional Researcher Listing Application Form, used by professional researchers who are available to perform research in NARA's holdings for the public. The public is invited to comment on the proposed information collection pursuant to the Paperwork Reduction Act of 1995.

**DATES:** Written comments must be received on or before March 17, 2003 to be assured of consideration.

**ADDRESSES:** Comments should be sent to: Paperwork Reduction Act Comments (NHP), Room 4400, National Archives and Records Administration, 8601 Adelphi Rd, College Park, MD 20740-6001; or faxed to 301-837-3213; or electronically mailed to [tamee.fechhelm@nara.gov](mailto:tamee.fechhelm@nara.gov).

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies of the proposed information collection and supporting statement should be directed to Tamee Fechhelm at telephone number 301-837-1694, or fax number 301-837-3213.

**SUPPLEMENTARY INFORMATION:** Pursuant to the Paperwork Reduction Act of 1995 (Public Law 104-13), NARA invites the general public and other Federal agencies to comment on proposed information collections. The comments and suggestions should address one or more of the following points: (a) Whether the proposed information collections are necessary for the proper performance of the functions of NARA; (b) the accuracy of NARA's estimate of the burden of the proposed information collections; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways, including the use of information technology, to minimize the burden of the collection of information on respondents. The comments that are submitted will be summarized and included in the NARA request for Office of Management and Budget (OMB) approval. All comments will become a matter of public record. In this notice, NARA is soliciting comments concerning the following information collections:

1. *Title:* Records Management Conference Electronic Registration Form and Records Management Training Class Registration Form.

*OMB number:* 3095-NEW.

*Agency form number:* NA Forms 14123 and 14124.

*Type of review:* Regular.

*Affected public:* Business or for-profit, nonprofit organizations and institutions, and federal, state and local government agencies.

*Estimated number of respondents:* 400.

*Estimated time per response:* 5 minutes.

*Frequency of response:* On occasion.

*Estimated total annual burden hours:* 33 hours.

**Abstract:** Each year NARA conducts a records management conference and a variety of records management training classes. Federal Government employees and interested state and local government and private sector individuals such as contractors and vendors also attend the records management conference and training classes. Attendees are required to pre-register for both the records management conference and for the records management training classes and these forms provide for standardized collection of necessary registration and payment information.

2. *Title:* Professional Researcher Listing Application Form.

*OMB number:* 3095-NEW.

*Agency form number:* NA Form 14115.

*Type of review:* Regular.

*Affected public:* Business or for-profit, nonprofit organizations and institutions, federal, state and local government agencies, and individuals or households.

*Estimated number of respondents:* 100.

*Estimated time per response:* 9 minutes.

*Frequency of response:* On occasion.

*Estimated total annual burden hours:* 15 hours.

**Abstract:** NARA is not authorized or funded to undertake, at our customer's requests, in-depth research into the records within our holdings. Some customers, however, are not able to undertake such research themselves, due to a variety of reasons, including geographic distance from our facilities, lack of time, and financial constraints. In the past, NARA has provided these individuals, on request, information about professional researchers who had advised us, on their own initiative, that they were interested in performing freelance research for hire at our facilities. Following a recent review of this process, however, NARA concluded that the information was neither collected, maintained, nor disseminated in the most efficient and effective manner. To better serve all customers, NARA created NA Form 14115, Professional Researcher Listing Application Form. The new form should help NARA to improve (1) program efficiency and effectiveness, as mandated by the Government Performance and Results Act, and (2) service to our customers.

Dated: January 7, 2003.

**L. Reynolds Cahoon,**

*Assistant Archivist for Human Resources and Information Services.*

[FR Doc. 03-886 Filed 1-15-03; 8:45 am]

**BILLING CODE 7515-01-P**

## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

### Agency Information Collection Activities: Proposed Collection; Comment Request

**AGENCY:** National Archives and Records Administration (NARA).

**ACTION:** Notice.

**SUMMARY:** NARA is giving public notice that the agency proposes to request an extension of an approved information collection used by participants in training courses and workshops that NARA conducts. NARA needs the information to assess customer satisfaction with course content and delivery and to ensure that the training meets the customer's needs. The public is invited to comment on the proposed information collection pursuant to the Paperwork Reduction Act of 1995.

**DATES:** Written comments must be received on or before March 17, 2003 to be assured of consideration.

**ADDRESSES:** Comments should be sent to: Paperwork Reduction Act Comments (NHP), Room 4400, National Archives and Records Administration, 8601 Adelphi Rd, College Park, MD 20740-6001; or faxed to 301 837-3213; or electronically mailed to [tamee.fechhelm@nara.gov](mailto:tamee.fechhelm@nara.gov).

#### FOR FURTHER INFORMATION CONTACT:

Requests for additional information or copies of the proposed information collection and supporting statement should be directed to Tamee Fechhelm at telephone number 301 837-1694, or fax number 301 837-3213.

**SUPPLEMENTARY INFORMATION:** Pursuant to the Paperwork Reduction Act of 1995 (Pub. L. 104-13), NARA invites the general public and other Federal agencies to comment on proposed information collections. The comments and suggestions should address one or more of the following points: (a) Whether the proposed information collection is necessary for the proper performance of the functions of NARA; (b) the accuracy of NARA's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on

respondents, including the use of information technology. The comments that are submitted will be summarized and included in the NARA request for Office of Management and Budget (OMB) approval. All comments will become a matter of public record. In this notice, NARA is soliciting comments concerning the following information collection:

*Title:* National Archives and Records Administration Class Evaluation Forms.

*OMB number:* 3095-0023.

*Agency form number:* NA Form 2019.

*Type of review:* Regular.

*Affected public:* Individuals or households, Business or other for-profit, Nonprofit organizations and institutions, Federal, state, local, or tribal government agencies.

*Estimated number of respondents:* 6,400.

*Estimated time per response:* 5 minutes.

*Frequency of response:* On occasion (when respondent takes NARA sponsored training classes).

*Estimated total annual burden hours:* 533 hours.

**Abstract:** The information collection allows uniform measurement of customer satisfaction with NARA training courses and workshops. NARA distributes the approved form to the course coordinators on diskette for customization of selected elements, shown as shaded areas on the form submitted for clearance.

Dated: January 7, 2003.

**L. Reynolds Cahoon,**

*Assistant Archivist for Human Resources and Information Services.*

[FR Doc. 03-900 Filed 1-15-03; 8:45 am]

**BILLING CODE 7515-01-U**

## NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

### Sunshine Act Meeting

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

**ACTION:** Notice of meeting.

**SUMMARY:** This notice sets forth the agenda of a forthcoming meeting of the National Museum Services Board. This notice also describes the function of the board. Notice of this meeting is required under the Sunshine in Government Act and regulations of the Institute of Museum and Library Services, 45 CFR 1180.84.

**TIME/DATE:** 9 a.m.-12 p.m. on Thursday, January 30, 2003.

**STATUS:** Open.