

Library Services; 1100 Pennsylvania Avenue, NW., Washington, DC 20506.

**NOTIFICATION PROCEDURE:**

See 45 CFR part 1115.

**RECORD ACCESS PROCEDURES:**

See 45 CFR part 1115.

**CONTESTING RECORD PROCEDURES:**

See 45 CFR part 1115.

**RECORD SOURCE CATEGORIES:**

Data in this system is obtained from individuals covered by the system, as well as from IMLS employees and other individuals referring potential consultants.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**IMLS-4**

**SYSTEM NAME:**

Payroll/Personnel System.

**SYSTEM LOCATION:**

Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW., Washington, DC 20506.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Employees of IMLS.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Payroll and personnel information, such as time and attendance data, statements of earnings and leave, training data, wage and tax statements, and payroll and personnel transactions. This system includes data that also is maintained in IMLS' official personnel folders, which are managed in accordance with Office of Personnel Management (OPM) regulations. The OPM has given notice of its system of records covering official personnel folders in OPM/GOVT-1.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

The Museum and Library Services Act of 2003 (20 U.S.C. 9010 *et seq.*); Federal Personnel Manual and Treasury Fiscal Requirements Manual.

**PURPOSE(S):**

To document IMLS' personnel processes and to calculate and process payroll.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Data in this system may be transmitted to the U.S. Department of Agriculture and Treasury, and employee-designated financial institutions to effect issuance of paychecks to employees and distributions of pay according to

employee directions for authorized purposes. Data in this system also may be used to prepare payroll, meet government record keeping and reporting requirements, and retrieve and apply payroll and personnel information as required for agency needs. See also the list of General and Routine Uses contained in the Preliminary Statement.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Electronic records in this system are maintained off-site by the Department of Agriculture's National Finance Center (NFC). Paper records generated through the NFC are maintained in file cabinets by the Offices of Administration and Budget/Human Resources after arriving at IMLS. Discipline officers also may use file cabinets to maintain paper records concerning performance reviews and other personnel actions in their divisions.

**RETRIEVABILITY:**

Records in this system are retrieved by name, Social Security number, or date of birth.

**SAFEGUARDS:**

Access to the electronic records in this system is controlled by password on the limited number of IMLS computers that can be used to draw information from the NFC. File cabinets containing the paper records in this system either are kept locked during non-business hours, or are located in rooms that are kept locked during non-business hours.

**RETENTION AND DISPOSAL:**

The Human Resources Officer maintains paper records in this system in accordance with the General Services Administration's General Records Schedule 2. Division offices may maintain paper records concerning performance reviews and other personnel actions in their divisions for the duration of an individual's employment with IMLS.

**SYSTEM MANAGER(S) AND ADDRESS:**

Human Resources Officer, Institute of Museum and Library Services; 1100 Pennsylvania Avenue, NW., Washington, DC 20506.

**NOTIFICATION PROCEDURE:**

See 45 CFR part 1115.

**RECORD ACCESS PROCEDURES:**

See 45 CFR part 1115.

**CONTESTING RECORD PROCEDURES:**

See 45 CFR part 1115.

**RECORD SOURCE CATEGORIES:**

Data in this system is obtained from individuals covered by the system, as well as from IMLS employees involved in the administration of personnel and payroll processes.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

Nancy E. Weiss,

*General Counsel.*

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BILLING CODE 7036-01-M

**NUCLEAR REGULATORY COMMISSION**

**Agency Information Collection**

**Activities: Submission for the Office of Management and Budget (OMB) Review; Comment Request**

**AGENCY:** U. S. Nuclear Regulatory Commission (NRC).

**ACTION:** Notice of pending NRC action to submit an information collection request to OMB and solicitation of public comment.

**SUMMARY:** The NRC is preparing a submittal to OMB for review of continued approval of information collections under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35).

*Information pertaining to the requirement to be submitted:*

1. *The title of the information collection:* 10 CFR part 32—Specific Domestic Licenses to Manufacture or Transfer Certain Items Containing Byproduct Material.

2. *Current OMB approval number:* 3150-0001.

3. *How often the collection is required:* There is a one-time submittal of information to receive a license. Renewal applications are submitted every 10 years. In addition, recordkeeping must be performed on an on-going basis, and reports of transfer of byproduct material must be reported every 5 years, and in a few cases, every year.

4. *Who is required or asked to report:* All specific licensees who manufacture or initially transfer items containing byproduct material for sale or distribution to general licensees or persons exempt from licensing.

5. *The estimated number of annual respondents:* 972 (275 NRC licensees and 700 Agreement State licensees).

6. *The number of hours needed annually to complete the requirement or request:* 135,741 (36,623 hours for NRC licensees [5,225 hours reporting, or an

average of 8 hours per response + 31,398 hours recordkeeping, or 114 hours per recordkeeper] and 99,118 hours for Agreement State licensees [20,863 hours reporting, or an average of 8.3 hours per response + 78,255 hours recordkeeping, or an average of 112 hours per recordkeeper]).

7. *Abstract:* 10 CFR part 32 establishes requirements for specific licenses for the introduction of byproduct material into products or materials and transfer of the products or materials to general licensees or persons exempt from licensing. It also prescribes requirements governing holders of the specific licenses. Some of the requirements are for information which must be submitted in an application for a specific license, records which must be kept, reports which must be submitted, and information which must be forwarded to general licensees and persons exempt from licensing. In addition, 10 CFR part 32 prescribes requirements for the issuance of certificates of registration (concerning radiation safety information about a product) to manufacturers or initial transferors of sealed sources and devices. Submission or retention of the information is mandatory for persons subject to the 10 CFR part 32 requirements. The information is used by NRC to make licensing and other regulatory determinations concerning the use of radioactive byproduct material in products and devices.

Submit, by June 13, 2005, comments that address the following questions:

1. Is the proposed collection of information necessary for the NRC to properly perform its functions? Does the information have practical utility?

2. Is the burden estimate accurate?

3. Is there a way to enhance the quality, utility, and clarity of the information to be collected?

4. How can the burden of the information collection be minimized, including the use of automated collection techniques or other forms of information technology?

A copy of the draft supporting statement may be viewed free of charge at the NRC Public Document Room, One White Flint North, 11555 Rockville Pike, Room O-1 F21, Rockville, MD 20852. OMB clearance requests are available at the NRC World Wide Web site: <http://www.nrc.gov/public-involve/doc-comment/omb/index.html>. The document will be available on the NRC Home page site for 60 days after the signature date of this notice.

Comments and questions about the information collection requirements may be directed to the NRC Clearance Officer, Brenda Jo. Shelton, U.S. Nuclear

Regulatory Commission, T-5 F53, Washington, DC 20555-0001, by telephone at 301-415-7233, or by Internet electronic mail to [INFOCOLLECTS@NRC.GOV](mailto:INFOCOLLECTS@NRC.GOV).

Dated at Rockville, Maryland, this 7th day of April, 2005.

For the Nuclear Regulatory Commission.

**Brenda Jo. Shelton,**

*NRC Clearance Officer.*

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(“NASDR”) on Form 211 for review and approval.

According to NASDR estimates, we believe that approximately 1,200 new applications from broker-dealers to initiate or resume publication of covered OTC securities in the OTC Bulletin Board and/or the Pink Sheets or other quotation mediums were received by the NASDR for the 2004 calendar year. We estimate that 80% of the covered OTC securities were issued by reporting issuers, while the other 20% were issued by non-reporting issuers. We believe that it will take a broker-dealer about 4 hours to collect, review, record, retain, and supply to the NASDR the information pertaining to a reporting issuer, and about 8 hours to collect, review, record, retain, and supply to the NASDR the information pertaining to a non-reporting issuer.

We therefore estimate that broker-dealers who are the first to publish the first quote for a covered OTC security of a reporting issuer will require 3,840 hours ( $1,200 \times 80\% \times 4$ ) to collect, review, record, retain, and supply to the NASDR the information required by the Rule. We estimate that the broker-dealers who are the first to publish the first quote for a covered OTC security of a non-reporting issuer will require 1,920 hours ( $1,200 \times 20\% \times 8$ ) to collect, review, record, retain, and supply to the NASDR the information required by the Rule. We therefore estimate the total annual burden hours for the first broker-dealers to be 5,760 hours (3,840 + 1,920). The Commission estimates that the annual cost to comply with Rule 15c2-11 is \$115,200 (\$20 per hour times 5,760 hours).

Written comments are invited on: (a) 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; (b) the accuracy of the agency's estimate of the burden of the collection of information; (c) ways to enhance the quality, utility, and clarity of the information collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. Consideration will be given to comments and suggestions submitted in writing within 60 days of this publication.

Please direct your written comments to R. Corey Booth, Director/Chief Information Officer, Securities and Exchange Commission, 450 5th Street, NW., Washington, DC 20549.

<sup>1</sup> 17 CFR 240.15c2-11.

<sup>2</sup> 15 U.S.C. 78a *et seq.*