

§ 225.41 of the Board's Regulation Y (12 CFR 225.41) to acquire a bank or bank holding company. The factors that are considered in acting on the notices are set forth in paragraph 7 of the Act (12 U.S.C. 1817(j)(7)).

The notices are available for immediate inspection at the Federal Reserve Bank indicated. The notices also will be available for inspection at the office of the Board of Governors. Interested persons may express their views in writing to the Reserve Bank indicated for that notice or to the offices of the Board of Governors. Comments must be received not later than February 17, 2004.

**A. Federal Reserve Bank of St. Louis** (Randall C. Sumner, Vice President) 411 Locust Street, St. Louis, Missouri 63166-2034:

1. *Amy Golden McCay*, Little Rock, Arkansas; to retain voting shares of ACME Holding Company, Inc., and thereby indirectly retain voting shares of Allied Bank, both of Mulberry, Arkansas.

**B. Federal Reserve Bank of Kansas City** (James Hunter, Assistant Vice President) 925 Grand Avenue, Kansas City, Missouri 64198-0001:

1. *James E. Thielke*, Cleo Springs, Oklahoma, as trustee of the Jarrett K. Parker Revocable Trust; to acquire voting shares of Cleo Bancshares, Inc., Cleo Springs, Oklahoma, and thereby indirectly acquire voting shares of Cleo State Bank, both of Cleo Springs, Oklahoma.

2. *James E. Thielke*, Cleo Springs, Oklahoma, as trustee of the Jarrett K. Parker Revocable Trust; to acquire voting shares of Hazelton Bancshares, Inc., and thereby indirectly acquire voting shares of Farmers State Bank, both of Hazelton, Kansas.

3. *James E. Thielke*, Cleo Springs, Oklahoma, as trustee of the Jarrett K. Parker Revocable Trust; to acquire voting shares of Meno Bancshares, Inc., and thereby indirectly acquire voting shares of Meno Guaranty Bank, both of Meno, Oklahoma.

Board of Governors of the Federal Reserve System, January 27, 2004

**Jennifer J. Johnson**,

*Secretary of the Board.*

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## FEDERAL RESERVE SYSTEM

### Notice of Proposals to Engage in Permissible Nonbanking Activities or To Acquire Companies That Are Engaged in Permissible Nonbanking Activities

The companies listed in this notice have given notice under section 4 of the Bank Holding Company Act (12 U.S.C. 1843) (BHC Act) and Regulation Y (12 CFR Part 225) to engage *de novo*, or to acquire or control voting securities or assets of a company, including the companies listed below, that engages either directly or through a subsidiary or other company, in a nonbanking activity that is listed in § 225.28 of Regulation Y (12 CFR 225.28) or that the Board has determined by Order to be closely related to banking and permissible for bank holding companies. Unless otherwise noted, these activities will be conducted throughout the United States.

Each notice is available for inspection at the Federal Reserve Bank indicated. The notice also will be available for inspection at the offices of the Board of Governors. Interested persons may express their views in writing on the question whether the proposal complies with the standards of section 4 of the BHC Act. Additional information on all bank holding companies may be obtained from the National Information Center website at [www.ffiec.gov/nic/](http://www.ffiec.gov/nic/).

Unless otherwise noted, comments regarding the applications must be received at the Reserve Bank indicated or the offices of the Board of Governors not later than February 17, 2004.

**A. Federal Reserve Bank of Atlanta** (Sue Costello, Vice President) 1000 Peachtree Street, N.E., Atlanta, Georgia 30303:

1. *CNB Holdings, Inc.*, Alpharetta, Georgia; to engage in data processing activities through its subsidiary, Capital Financial Software, LLC, Norcross, Georgia, pursuant to section 225.28(b)(14)(i) of Regulation Y.

Board of Governors of the Federal Reserve System, January 27, 2004.

**Jennifer J. Johnson**,

*Secretary of the Board.*

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## GENERAL SERVICES ADMINISTRATION

### Privacy Act of 1974; Proposed Revisions to a Privacy Act System of Records

**AGENCY:** General Services Administration.

**ACTION:** Notice of proposed revision to an existing Privacy Act system of records.

**SUMMARY:** The General Services Administration (GSA) proposes to revise the government-wide system of records, Travel Charge Card Program (GSA/GOVT-3). The purpose of the system is to maintain information that enables Federal government agencies to operate, manage, and control commercial travel and transportation by individuals on official government business and to provide cost data on travel, transportation, and related expenses worldwide. The system is being revised to include the date of birth of individuals whose records are in the system to facilitate identification of persons traveling for the Federal government. This notice also updates the authorities for maintaining the system and System Manager contact information; clarifies the scope of the system to show that it applies to all agencies; and includes editorial changes, also for clarification purposes.

**DATES:** Interested persons may submit written comments on this proposal. The revision will become effective without further notice on March 1, 2004 unless comments received on or before that date require changes to the proposal.

**ADDRESSES:** Comments should be submitted to the GSA Privacy Act Officer (CI), Office of the Chief People Officer, General Services Administration, 1800 F Street NW., Washington DC 20405.

**FOR FURTHER INFORMATION CONTACT:** Contact the GSA Privacy Act Officer at the above address, or call 202-501-1452.

Dated: January 26, 2004.

**Fred Alt**,

*Chief Information Officer, Office of the Chief People Officer.*

## GSA/GOVT-3

### SYSTEM NAME:

Travel Charge Card Program.

### SYSTEM LOCATION:

This system of records is located in the finance office of the local installation of the Federal agency for which an individual has traveled. Records necessary for a contractor to perform under a contract are located at the contractor's facility.

### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals covered by the system are current Federal employees who have their own government assigned charge card and all other Federal employees

and authorized individuals who use a Federal account number for travel purposes.

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Records include name, address, Social Security Number, date of birth, employment information, telephone numbers, information needed for identification verification, travel authorizations and vouchers, charge card applications, charge card receipts, terms and conditions for use of charge cards, and monthly reports from contractor(s) showing charges to individual account numbers, balances, and other types of account analyses.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 5707 and implementing Federal Travel Regulation, 41 CFR 300-304; 5 U.S.C. 5738; E.O. 11609; 36 CFR 13747 (1971); 31 U.S.C. 1348; Public Law. 107-56 § 326.

#### **PURPOSE(S):**

To assemble in one system information to provide government agencies with: (1) Necessary information on the commercial travel and transportation payment and expense control system which provides travelers charge cards and the agency an account number for official travel and related travel expenses on a worldwide basis; (2) attendant operational and control support; and (3) management information reports for expense control purposes.

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

a. To disclose information to a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, implementing, or carrying out a statute, rule, regulation, or order, where an agency becomes aware of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to a Member of Congress or a congressional staff member in response to an inquiry made at the request of the individual who is the subject of the record.

c. To disclose information to the contractor in providing necessary information for issuing credit cards.

d. To disclose information to a requesting Federal agency in connection with hiring or retaining an employee; issuing a security clearance; reporting an employee investigation; clarifying a job; letting a contract; or issuing a license, grant, or other benefit by the requesting agency where the information is relevant and necessary for a decision.

e. To disclose information to an appeal, grievance, or formal complaints examiner; equal employment opportunity investigator; arbitrator; exclusive representative; or other official engaged in investigating, or settling a grievance, complaint, or appeal filed by an employee.

f. To disclose information to officials of labor organizations recognized under Pub. L. 95-454, when necessary to their duties of exclusive representation on personnel policies, practices, and matters affecting working conditions.

g. To disclose information to a Federal agency for accumulating reporting data and monitoring the system.

h. To disclose information in the form of listings, reports, and records of all common carrier transactions including refunds and adjustments to an agency by the contractor to enable audits of carrier charges to the Federal government.

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

##### **STORAGE:**

Paper records are stored in file folders. Electronic records are stored within a computer and associated equipment.

##### **RETRIEVABILITY:**

Records are filed by name, Social Security Number, and/or credit card number.

##### **SAFEGUARDS:**

Paper records are stored in lockable file cabinets or secured rooms. Electronic records are protected by passwords, access codes, and entry logs. There is restricted access to credit card account numbers, and information is released only to authorized users and officials on a need-to-know basis.

##### **RETENTION AND DISPOSAL:**

Records are kept for 3 years and then destroyed, as required by the General Records Retention Schedules issued by the National Archives and Records Administration (NARA).

##### **SYSTEM MANAGER AND ADDRESS:**

Assistant Commissioner, Office of Acquisition (FC), Federal Supply Service, General Services Administration, Crystal Mall Building 4, 1941 Jefferson Davis Highway, Arlington, VA 22202.

##### **NOTIFICATION PROCEDURE:**

Inquiries by individuals should be addressed to the Finance Officer of the agency for which they traveled.

#### **RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the Finance Officer of the agency for which they traveled. Individuals must furnish their full name and the authorizing agency and its component to facilitate the location and identification of their records.

#### **CONTESTING RECORD PROCEDURES:**

Individuals wishing to request amendment of their records should contact the Finance Officer of the agency for which they traveled. Individuals must furnish their full name and the authorizing agency and component for which they traveled.

#### **RECORD SOURCE CATEGORIES:**

Charge card applications, monthly reports from the contractor, travel authorizations and vouchers, credit card companies, and data interchanged between agencies.

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## **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **Health Resources and Services Administration**

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

In compliance with the requirement for opportunity for public comment on proposed data collection projects (section 3506(c)(2)(A) of Title 44, United States Code, as amended by the Paperwork Reduction Act of 1995, Public Law 104-13), the Health Resources and Services Administration (HRSA) publishes periodic summaries of proposed projects being developed for submission to OMB under the Paperwork Reduction Act of 1995. To request more information on the proposed project or to obtain a copy of the data collection plans and draft instruments, call the HRSA Reports Clearance Officer at (301) 443-1129.

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 shall have practical utility; (b) the accuracy of the Agency's estimate of the burden of the proposed collection of information; (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 through the use of automated collection techniques