



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503

September 27, 2004

MEMORANDUM FOR PRESIDENT'S MANAGEMENT COUNCIL

FROM: Clay Johnson III *CJ*  
Deputy Director for Management  
  
John D. Graham, Ph.D. *JDG*  
Administrator  
Office of Information and Regulatory Affairs

SUBJECT: Ensuring Full Compliance with the Paperwork Reduction Act

In order to emphasize the importance of the Federal Government complying fully with the information collection provisions of the Paperwork Reduction Act of 1995 (PRA), we are asking your Chief Information Officers and General Counsels for their full attention to the resolution of current violations and prevention of future violations.

As we indicated to Congress in the April 2004 Information Collection Budget, agencies have made great progress in reducing the number of violations that occur and in resolving them more promptly than in prior years. However, it is still the case that a considerable number of collections become violations each year because agencies do not submit to OMB, on a timely basis, requests for renewal of OMB approval under the PRA. Thus, even if these violations are resolved quickly, agencies are nevertheless out of compliance with the law for certain periods of time.

In the attached memorandum, we asked agencies to identify and begin resolution of all FY 2004 violations. In order to prevent future violations, beginning October 1, 2004, we will require certain agencies to report to us monthly on the status of collections about to expire. We ask for your assistance in this effort. Please provide us, by October 8, 2004, with a plan identifying an individual who will serve as a point of contact for communications with our staff and a description of the structure your agency has, or will put in place, to ensure the prevention of PRA violations in the future.

If you have any questions about this request, please have your staff contact Carolyn Lovett at 395-7151.

[Attachments](#)