



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

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MEMORANDUM FOR THE CHIEF INFORMATION OFFICERS

FROM: John D. Graham, Ph.D. *JDG*
Administrator
Office of Information and Regulatory Affairs

SUBJECT: Ensuring Full Compliance with the Paperwork Reduction Act

I wanted to take this opportunity to give you a status report on the progress that the Executive Branch has made in reaching our goal of full compliance with the Paperwork Reduction Act (PRA). In my prior memoranda to you of November 14, 2001, and of June 6 and November 8, 2002, I emphasized that the recurring high level of PRA violations, although decreasing over time, was unacceptable and that we can and must meet a goal of full compliance. I am happy to report that, as a result of your agencies' efforts over the past 18 months, our "zero tolerance" initiative is succeeding.

The substantial progress that we have made is outlined in Chapter 2 of the Information Collection Budget (ICB) for Fiscal Year 2003, and in my testimony last month on the Paperwork Reduction Act; both are on OMB's website (the FY03 ICB is at www.whitehouse.gov/omb/inforeg/2003_info_coll_dism.pdf, and my testimony is at www.whitehouse.gov/omb/legislative/testimony/graham041103.html). In addition, the General Accounting Office in its testimony also noted the substantial progress that we have made in reducing PRA violations (GAO's testimony, GAO-03-691T, April 11, 2003, is available on GAO's website at www.gao.gov). As these summaries indicate, some agencies in FY02 succeeded in eliminating their violations altogether, while other agencies greatly reduced their violations. Moreover, of the violations that existed at the end of FY02, the agencies had resolved many of them prior to our issuance of the FY03 ICB, and the agencies were in the process of resolving the remaining violations by having either published the initial 60-day request for public comment or submitted the collection to OIRA for review.

I would like to thank you for the time and energy that your agencies have devoted during the past 18 months to addressing this problem. As a result of your efforts, we are within reach of achieving our goal of full compliance. What is needed now is a sustained focus by agencies on ensuring that they have effective procedures in place to avoid future violations. In my memorandum of November 8, 2002, I outlined a process for ensuring the timely renewal of OMB's approval. Please take this opportunity to review your agency's procedures and the status of the collections in your agency's PRA inventory.

Looking forward to the issuance of next year's ICB, I would like to report to Congress next spring that the number of PRA violations continued to decline sharply in FY03, and that there were no pending violations at the end of FY03. This is a realistic goal. Working together, we can make it a reality.