



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

March 21, 2005

MEMORANDUM FOR SELECTED CHIEF INFORMATION OFFICERS  
GENERAL COUNSELS AND SOLICITORS

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

Jennifer Newstead JNW  
General Counsel

SUBJECT: Ensuring Full Compliance with the Paperwork Reduction Act

Thank you for the time and energy your agency has devoted to reducing the number of Paperwork Reduction Act (PRA) violations. 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 your agency to ensure that effective procedures are in place to avoid future violations.

In this year's Information Collection Budget (ICB), OMB reports 89 new violations during Fiscal Year 2004. These new violations represent information collections that expired because the agencies did not submit their information collections to OMB prior to the expiration dates. Of the 27 agencies listed in the ICB report, 8 agencies represent 84% of the total number of new violations reported in this year's ICB. Your agency is one of the eight agencies that reported these violations.

In the memorandum of September 27, 2004, we asked your agency to provide a description of the structure your agency has, or will put in place, to ensure the prevention of PRA violations. However, it is still the case that collections expire each month and are reported as violations. OMB would like to work with your agency to resolve existing violations and take whatever actions are necessary to avoid future violations.

We would like to set up a meeting with you to discuss possible solutions for reaching full compliance with the PRA. OMB will be contacting you in the next week to schedule a date. Thank you for your assistance in this effort.