



Department of Energy

Washington, DC 20585

FEB 29 2008

MEMORANDUM FOR: DISTRIBUTION

FROM: JOHN E. DAVENPORT, SR. ESQ.
DIRECTOR, RECORDS MANAGEMENT DIVISION, IM-23

SUBJECT: DATA CALL FOR FY 2008 INFORMATION
COLLECTION BUDGET (ICB)

The Office of Management and Budget (OMB) has issued its annual report and data call (see attachment) on the progress of Federal agencies' burden reduction goals set forth in the Paperwork Reduction Act of 1995 (PRA).

The reporting requirements have changed; therefore, it will not be necessary to provide the same information to OMB as in previous years. This year the request is focused on: (1) agency progress on implementing burden reduction initiatives; and (2) agency PRA violations.

Please use the attached format in Appendix A to report any initiatives that have improved program performance, through the enhancement of the efficiency of information collections, and those that have met the goal of reducing the paperwork burden on the public. Use the attached format in Appendix B to report any violations of the information collection provisions of the PRA and what actions you have taken to resolve them. Violations include expired OMB-approved collections and new or revised collections undertaken without OMB approval. If a violation has not been resolved by either the reinstatement or discontinuation date, please provide a brief explanation.

Send your response to Lorretta Bryant via e-mail at lorretta.bryant@hq.doe.gov by Wednesday, March 5, 2008. If you have questions, please contact her at 301-903-2164.

Attachments

OMB Annual Report and Data Call
Appendix A - Burden Reduction Initiative
Appendix B - PRA Violations



Distribution:

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