

INFORMATION COLLECTION BUDGET

**OF THE
UNITED STATES
GOVERNMENT**



FISCAL YEAR 2000

**OFFICE OF MANAGEMENT AND BUDGET
OFFICE OF INFORMATION AND REGULATORY AFFAIRS**

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The Fiscal Year 2000 Information Collection Budget

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Introduction

Under the Paperwork Reduction Act of 1995 (PRA), the Office of Management and Budget (OMB) prepares an annual report to keep Congress and the public informed of major activities under the PRA. This report, the Information Collection Budget (ICB), describes Federal efforts to improve the quality of services delivered to the public by improving the efficiency and effectiveness of Federal information collections. It also highlights agencies' efforts to reduce the time the public spends on Federal information collections and promotes further reductions by giving agencies examples of practical approaches that other agencies have used successfully.

Chapter 1 discusses efforts by the Federal government to collect information more efficiently and effectively. It describes agency efforts to improve the quality of the information they collect, while minimizing burden on the public. It presents examples of information technology initiatives which offer the greatest potential for positive change.

Chapter 2 presents the ICB totals for the Federal government and for each of the 27 agencies that participated in the ICB process. Its tables, developed in consultation with the agencies, identifies changes during FY 1999 and expected changes during FY 2000 due to agency actions and new statutory mandates.

Chapter 3 gives specific examples of changes occurring during FY 1999 or expected for FY 2000 due either to new statutory mandates or agency actions. These examples highlight agency efforts to streamline and reduce information collections from the public. They also demonstrate that the information collection needs of the Federal government are not static, but constantly change to reflect new statutory and policy priorities.

The ICB has three appendices, the first of which describes the ICB totals and how they were derived. The second appendix, as required by the PRA, lists all known violations of the PRA, agency efforts at compliance, and a summary of OMB and agency initiatives to assure that OMB approval of an agency's information collection does not lapse. The third appendix is a copy of a memoranda sent by OMB to Federal agencies about these lapses.

Chapter 1. Collecting Information in an Information Age

Using Information to Deliver Services

Government needs information to serve the people. Most information needs flow from statutes passed by Congress. Some of these requirements are specific. Others reflect agency decisions on what information they need to implement programs. Information helps government do its job better. Agencies can only deliver services to individuals if they know who they are, what they need, and what they want. Better information can help agencies make better decisions about how well the government is working, whether new services are needed, and whether existing programs are still necessary. Indeed, the government's provision of information to its citizens can be an important service in its own right.

In the Information Age, timely, accurate information is essential. Investors need to obtain companies' public filings from the SEC quickly and easily. Neighbors want to know if their water is safe to drink. When filing electronically, taxpayers expect quick responses from the IRS and fast refunds. A sound financial system, and health, safety, and environmental protections all depend on government having the right information to deliver services and to respond rapidly and effectively.

Often times, a steady and reliable stream of information can take the place of a more onerous regulatory scheme. For example, SEC carries out its mission to protect investors and maintain the integrity of the securities markets by relying primarily on information collections. The basic premise of the SEC regulations is that all investors, whether large institutions or private individuals, should have access to certain basic facts about an investment prior to buying it. To achieve this, the SEC requires public companies to disclose meaningful financial and other information to the public, which provides a common pool of knowledge for all investors to use to judge for themselves if a company's securities are a good investment. Similarly, agencies as diverse as the Food and Drug Administration (with nutrition labels) and the Environmental Protection Agency (with the Toxic Release Inventory) rely on public disclosures in lieu of more restrictive regulations to protect the public's health and safety.

While information plays a critical role in good government, it also imposes a cost on the public. It takes time to supply information to the government. The Paperwork Reduction Act of 1995 (PRA) includes in its definition of "burden" the hours expended by respondents in answering Federal questionnaires. The PRA emphasizes that agencies need to strike a balance, collecting the right information to meet their responsibilities to the public while not requiring information that is unnecessary or unavailable. Agencies should collect only information essential to their mission. They should ensure that they are collecting information only once, not redundantly. They should always look for simpler, easier, and faster ways for citizens to provide the essential information.

The PRA makes each agency's Chief Information Officer (CIO) responsible for the agency's information collection activities. The CIO must ensure that all information collected from the public is needed, will be used in a practical way by the agency, is not duplicative, and is collected in the most efficient way.

The PRA gives OMB certain responsibilities for overseeing federal information collection. OMB reviews agencies' information collections, both new collections and renewals. It asks the agencies to explain why they need the information, how they plan to use it, and whether there is a better way to collect it. By raising these questions, OMB helps the agencies make their information collections as efficient as possible.

Public involvement is critical in this area. Collecting the right information in the right way can be challenging. Currently, agencies announce all of their proposed information collections in the *Federal Register* so that they can benefit from public input on how best to collect the right information in the most efficient way. They ask whether the information is available elsewhere, and whether there is a better collection method. They consider all public comments carefully, as does OMB when it later reviews the agency's request for the information collection. Public participation in the design of information collections helps agencies strike the right balance.

Improving How Agencies Collect Information

The PRA sets annual goals for reducing the time citizens spend providing information to federal agencies. In this way, it encourages agencies to collect only essential information, and to do so as efficiently as possible. For FY 1999 and FY 2000, the PRA set a governmentwide annual reduction goal of five percent.

As we describe in Chapter 3, Federal agencies have improved greatly in this regard. Many have ongoing efforts to increase the value, reduce the burden, and otherwise improve management of the information they collect. Agencies have begun to build information needs and burden concerns into the regulatory process. Agency Chief Information Officers and their staffs are involved earlier in the process, helping program offices to design their information collections to strike the right balance.

Not all of these agency efforts are easily recognized as improvements under the PRA. The PRA measures information collection performance in "burden hours"—the time it takes for the public to respond to an information request. The PRA governmentwide goals only mention the reduction of these hours. So, even though the PRA requires agencies to manage information collections to improve program efficiency and effectiveness, the statutory goals do not account for this important requirement. In fact, sometimes improvements in program efficiency and effectiveness will increase the amount of the time the public as a whole spends on information collections.

Consider an agency effort to improve program performance by making its services available over the Internet 24 hours a day. This effort would serve the public better by making the services more convenient and by reducing the effort needed to learn about the services. If it promotes increased use of the program or service, however, it could add to the total burden hours (because of the increased usage). The Bureau of the Public Debt, for example, allows visitors to its website to purchase securities on-line. Although the availability of this web-based alternative to paper forms increases burden estimates, the Bureau's customers value the convenience of buying on on-line.

Electronic applications and form submission can also reduce processing errors and increase the speed with which services are delivered to the public. Since the time spent waiting for Federal benefits is not counted under the PRA, however, the streamlining would not offset any increased time or expense spent moving to an electronic system. One way the Federal government has improved service in this manner is allowing taxpayers to file tax returns electronically with its *e-file* program. Returns that are filed

electronically have a less than 1 percent error rate and taxpayers due a refund receive it in half the time it would normally take.

Even efforts to explain Federal programs and policies better add to “burden hours” since the definition of burden includes time spent reading instructions and guidance. IRS tax forms and schedules, for example, provide instructions and work-sheets that help filers calculate the correct answers to specific questions. Given the complexity of many of the required calculations, taxpayers ultimately spend less time on them because they are given step-by-step instructions. However, because burden calculations are based in part on the length of the instructions, these taxpayer aids actually increase the measured burden, even when the net result is less burden than would exist without the aids.

The PRA’s effectiveness in reducing the time the public spends on information collections cannot be captured simply by looking at burden hours. Its processes seek not just to streamline existing collections or end unnecessary ones, but also to streamline or even prevent new collections. If successful, the agency’s efforts can go unrecognized. An agency’s decision to select the least burdensome alternatives when implementing a new statute or regulation will still lead to an increase in burden hours under the PRA, but the final burden total will be less than what it would have been absent that decision. For example, in 1994 EPA proposed to require housing renovators to distribute EPA’s lead hazard information pamphlet to housing owners and occupants before beginning activities that potentially create lead hazards. The burden associated with the proposed rule would have been over 3 million hours. However, before issuing the final rule, EPA changed the requirements, reducing the burden by 25%.

In each of these above cases, the “burden hours” may increase, even though the public finds it easier to comply with a program and will benefit more from enhanced information quality, program performance, and government efficiency. The governmentwide burden reduction goals established in the PRA¹ fail to recognize the importance of these kinds of initiatives. Nor do the goals take account of the fact that new legislative or program responsibilities will require agencies to collect additional information. While the measurement of “burden hours” may be useful in tracking the amount of information the government collects, it is an imperfect tool which does not give a full picture of agency successes.

Agencies employ a variety of tools to make information collections more efficient. They have streamlined regulations, eliminated unnecessary requirements, revised application and reporting procedures, raised reporting thresholds, reduced reporting frequencies, and consolidated multiple information collections. This Information Collection Budget (ICB) contains many examples of how agencies use these tools.

Agencies are using information technology to make information collection more efficient. Technology reduces the time it takes the public to respond to information collections. Automated tools reduce errors, making the exchange of information easier and more efficient. Information technology can help eliminate inconsistencies and duplication by enabling the sharing of information across programs and agencies. Although we do not yet have a good way of measuring the full impact, we know that technology can help reduce reporting burdens.

Despite this potential, information technology does not inherently transform the process of collecting information. Agencies still need to examine their programs and procedures rigorously, questioning their information needs and justifying their requirements. Only then can agencies best apply technology to make essential information transactions as efficient as possible. Ultimately, information technology has the potential to transform government business processes and Federal management of information.

¹ 44 U.S.C. 3505.

This is a complex and difficult transformation, requiring substantial time and resources. Government has had limited resources and other pressing IT priorities, including the massive Y2K effort. Federal agencies have needed to reassess business process, and consider privacy and security before implementing new IT solutions. They have made great progress, but still have a long way to go before realizing the full potential of the Information Age.

Agencies continue to build on the progress they have made. They must focus on the best practices of information technology and how they can collect information most efficiently and effectively. They must examine how they can meet information needs through intra-agency and interagency sharing, and ensure that collections do not duplicate information available within the same agency, from other agencies, or from the private sector.

The following examples describe agency burden reduction initiatives completed in FY 1999 or planned for FY 2000. They illustrate the kinds of activities agencies are conducting all across the government. For a detailed list of such efforts, please see Chapter 3.

Streamlining Regulations

Streamlining regulations often reduces burden hours. For example, USDA's Rural Development (RD) office has been streamlining its program requirements. Having revised its single family housing program regulations in FY 1998, RD streamlined its multi-family housing program regulations in FY 1999. RD estimates the completed streamlining will reduce total burden hours in all RD programs by 24%.

The Federal Motor Carrier Safety Administration (FMCSA) has engaged in an ambitious streamlining initiative for several years. It plans to complete a zero-based review of its motor carrier regulations in FY 2000. This review is expected to eliminate or consolidate many regulatory requirements and information collections, and streamline most of the rest. FMCSA estimates there will be a 90% reduction in burden hours when it completes the review.

Program revisions intended to improve customer service often reduce burden as well. In FY 1999, Farm Loan Programs within the Farm Service Agency (FSA) instituted a Preferred Lender Program and a low documentation application for its guaranteed operating loans. The streamlined forms and applications process reduced lender and applicant burden by 110,600 hours.

Another multi-year effort moving toward completion is EPA's initiative to reform the RCRA program. EPA's Office of Solid Waste and Emergency Response (OSWER) expects to publish a proposed regulation that will improve the efficiency of the hazardous waste manifest system and reduce "real-world" paperwork burden and cost by up to 1.35 million hours and \$78,000,000 annually. EPA also intends to propose a rulemaking in FY 2000 that will reduce RCRA reporting requirements, lengthen periods between facility self-inspections, revise personnel training, streamline land disposal restrictions paperwork, and reduce the data collected by RCRA's biennial report. As proposed, the burden reduction could be 3,300,000 hours, which when added to previous reductions, would be a 40% reduction from the RCRA program's 1995 baseline.

EPA also will propose regulations in FY 2000 revising its Spill Prevention, Control, and Countermeasures (SPCC) program. Facilities subject to SPCC must submit plans on how they will prevent discharges of oil into U.S. waters or along U.S. shorelines. EPA will propose regulations that will raise the regulatory threshold, encourage the use of industry standards instead of prescriptive

requirements, and exempt buried tanks. This is expected to reduce the program's information collection burden hours by nearly 40% for most facilities after the first year of implementation.

Cutting the frequency of reporting is another strategy for reducing burden. The Community Development Financial Institutions Program Fund issued new regulations in FY 1999 which reduced reporting and recordkeeping burden for awardees by cutting quarterly reporting to semi-annual and streamlining its application for greater clarity and transparency.

Raising reporting thresholds also is an appropriate way to reduce aggregate burden hours when circumstances warrant. Under EPA's Community Right To Know regulations, businesses must disclose information regarding the quantity and toxicity of various chemicals present on the premises so that members of the community are aware of any potential risks from the chemicals. Gasoline and diesel fuel were among the substances to be reported. Since normal amounts of gasoline are expected to be present at retail gas stations, EPA increased the reporting threshold level for gasoline and diesel fuel, effectively exempting retail gas stations from reporting and eliminating 588,000 burden hours.

Eliminating Redundancy

Consolidating information collections often can eliminate redundant information and the inconsistency that results. Whether burden reduction is the primary goal or a byproduct of such an effort, it often is significant. In FY 2000, EPA's Office of Pollution Prevention and Toxics (OPPT) will consolidate into one information collection 6 different PCB-related information requirements. EPA expects this to reduce reporting burden by approximately 1,263,000 hours. In FY 1999, the Social Security Administration (SSA) consolidated two forms, "Questionnaire for Children Claiming SSI Benefits" and "Child's Disability Report", resulting in burden reduction of 423,000 hours. In FY 2000, SSA will combine two other forms "Continuing Disability" and "Work Activity Report," resulting in another 105,000 burden hour decrease.

Information technology is making it easier to consolidate collections. In FY 2000, the Rural Housing Service (RHS) plans to allow property managers to submit required tenant information electronically in the Rural Rental Housing Program. This will allow RHS to combine 8 information collections and reduce reporting by 540,858 hours.

Sometimes two or more agencies regulate different aspects of the same activity and use separate, duplicative information collections. The Department of Transportation (DOT) and the Department of Labor (DOL) both require truck drivers to record their driving time. DOT has required the drivers to keep driver logs, while DOL has required them to use time records. DOT has decided to rely on DOL's time records. By canceling the requirement for drivers operating within 100 miles of their normal work site, DOT eliminated 660,000 reporting hours. DOT soon will publish a proposed rulemaking to do the same thing for intrastate drivers operating further than 100 miles from the work site, which would produce an estimated 28,000,000-hour reduction.

Agencies increasingly are working together to reduce burden by sharing information. For example, the DOL's Pension Welfare Benefit Administration (PWBA), the IRS, and the Pension Benefit Guaranty Corporation (PBGC) share the data from the Form 5500 annual report that pension plans file with PWBA.

Simplifying Forms

Even if an agency does not make any changes in a program or is unable to consolidate forms, it often can obtain significant burden reduction simply by eliminating, simplifying, or consolidating the contents of an individual information collection. PWBA, the IRS, and PBGC have conducted an extensive review of the Form 5500 mentioned above. As a result, in FY 2000, PWBA will streamline the form to eliminate unnecessary data elements and simplify many that remain. PWBA estimates pension plans will save \$40,540,000 annually.

IRS forms and instructions are responsible for about 80% of the total number of reporting hours government-wide. The IRS has contracted with Xerox to redesign and simplify tax forms and instructions. For example, for tax year 1999, taxpayers whose only capital gains were from mutual fund distributions may not need to file Schedule D but may report directly on Form 1040. The IRS estimates that about 6 million taxpayers will not need to file Schedule D, reducing taxpayer burden by over 1,000,000 hours. Changes in several basic IRS forms (1040, 1040A, 1040EZ, and TeleFile) may be implemented as early as FY 2000 and offer substantial time savings for taxpayers.

Changing Statutes

Burden reductions also occur as a result of changes induced by recent legislation. For example, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 requires the use of Electronic Benefit Transfers (EBT) nationwide in lieu of paper food stamp coupons by 2002. As EBT is widely implemented, the amount of paperwork associated with the food stamp program will drop significantly. EBT significantly reduces the amount of paperwork and recordkeeping a business has to do to redeem the food stamps and reduces the amount of time the food stamp recipient has to spend at the cash register.

Using Information Technology

The Government Paperwork Elimination Act of 1998 (GPEA) calls upon Federal agencies to redouble their efforts to give the public the option of using information technology to respond to Federal information collections. President Clinton directed agencies in a December 17, 1999 memorandum to accelerate the process as much as possible by the end of FY 2000. Agencies made substantial progress towards meeting that goal in FY 1999 and much more is planned in FY 2000. Agencies are exploring innovative ways to use electronic technology in all of their information collection activities to reduce paperwork burden hours, and improve the quality, timeliness, and utility of the data received.

Agencies are implementing electronic access and services, with appropriate privacy and security safeguards, incrementally. To address the needs of more customers, agencies are adopting different types of technologies for information exchange. Using the web to exchange information appeals to some customers, while using a modem to connect directly to the agency's computers might be preferred by other customers in other situations. Agencies are expanding their use of both approaches to simplify information exchange for more customers.

Information Technology in the Regulatory Process

There are many initiatives that illustrate the use of electronic technology to make the regulatory process more effective and efficient by improving data quality, increasing public access to information, and reducing burden on respondents. Agency use of information technology in the regulatory process is advancing rapidly.

Often, the availability of electronic reporting reduces burden hours, even if nothing else in the collection or process changes. For example, the IRS requires employees to report tips to their employers monthly. Most employers now have electronic systems for employees to use to report tips. This has reduced the burden on employees by nearly 65% (16,808,949 burden hours).

In FY 2000, the Federal Railroad Administration (FRA) plans to amend its Hours of Service Regulation to encourage railroads to collect, maintain, and submit hours of service information electronically. FRA believes most railroads will be equipped to do so by December 2001, resulting in a reduction of up to 80% in the time needed for each report and a total annual reduction of about 2,000,000 hours.

Shipper's Export Declarations (SEDs) are the source for the official U.S. export statistics compiled by the Bureau of the Census. The agency has developed an electronic filing system that reduces by over two-thirds (to 3 minutes from 11 minutes) the time needed to file an export declaration. After extensive marketing by the agency, significant numbers of exporters are switching from paper to electronic filing. This has reduced burden by approximately 160,000 hours in FY 1999 and is expected to reduce another 47,000 hours in FY 2000 as more exporters adopt the electronic method.

As indicated above, many agencies are using multiple methods for data exchange with customers. The Bureau of Labor Statistics is working to give respondents the option to transmit data electronically via e-mail, web-based forms, direct transmission from the respondent's database, and several prototype systems. EPA's Office of Ground Water and Drinking Water requires water systems to report water quality data. Respondents may use an electronic template on EPA's web site to fill in the data elements or may forward laboratory results electronically to EPA and avoid the burden of re-keying data. EPA will complete all of the reporting for small systems, further reducing their burden.

To further simplify reporting, improve the consistency and quality of the data reported, and enable greater data integration, agencies are working to improve their data standards. Data standards help the public understand better what information to provide and help agencies integrate and use the information. Standardizing information can help an agency integrate its data and eliminate redundancy. EPA has been developing formal data standards to allow electronic transmission of the data for a number of its major compliance reports, including safe drinking water laboratory reports, air emission inventory reports, hazardous waste manifests, point source discharge monitoring reports, and RCRA biennial reports. EPA also has been working to standardize and integrate basic facility identification information, so that in the future regulated entities would be able to provide that information only once, instead of repeatedly to different programs on different forms. EPA expects these efforts to yield great time savings. For example, EPA estimates that electronic submission of the discharge monitoring reports will save approximately 25% of respondent time, or about 500,000 hours.

The Rural Utilities Service plans to implement in FY 2000 a comprehensive Internet-based system to collect, store, use and disseminate data for its electric and telecommunication customers.

The Office of the Controller of the Currency is using information technology to reduce burdens on lending institutions. OCC demonstrated its "Nationalbanknet" (which has been anticipated in prior ICBs) at the American Banking Association Conference in October 1999. The Nationalbanknet now links all federally chartered banks with OCC to enable electronic transactions. OCC also demonstrated the first tool being made available, the Comparative Analysis Reporting tool, which banks will use for some of their OCC reporting. OCC will roll out additional electronic filing tools in FY 2000 and FY 2001. OCC also is developing a "Virtual Exam" to reduce the paperwork and cost of onsite bank examinations.

As agencies gain more expertise with electronic signatures, more and more transactions will be made electronic, which should streamline reporting for both the public and the agencies. For example, FDA promulgated an electronic signatures regulation permitting it to accept documents or portions of regulatory applications electronically. FDA plans to be fully ready for paperless communication by FY 2002.

Agencies increasingly are using interactive “intelligent” software to help customers file reports, thereby reducing burden and improving accuracy. For example, the Pension Welfare Benefit Administration (PWBA) at DOL is implementing EFAST, an interactive filing program to assist approximately 900,000 employers to file their annual ERISA Form 5500 filings (previously filed on paper to the IRS). The new processing system has built-in consistency and accuracy checks so reporters can avoid making and then having to correct errors. DOL plans to use EFAST to process 1999 filings starting this summer. PWBA estimates a savings of 560,000 burden hours and \$16,351,000 annually when the system is fully implemented.

EPA is developing an interactive, intelligent, user-friendly software called “Toxics Release Inventory Made Easy” (TRI-ME) that uses simple “decision-tree” questions to help facilities determine if they are subject to TRI reporting and, if so, how to report. It calculates releases, checks for errors and omissions, completes the forms, serves as a record-keeping device, and provides guidance. EPA estimates that TRI-ME will greatly reduce data quality errors and reduce reporting burden by up to 20% when fully implemented. EPA intends to introduce TRI-ME in FY 2000 tailored to the needs of three industries: chemical distributors, petroleum wholesalers, and foundries.

Information Technology in Tax Administration

The Internal Revenue Service is making significant investments in information technology as part of its overall modernization efforts. In late FY 1999, the IRS awarded a major contract for a multi-year systems improvement effort. In FY 2000, the IRS will continue its work on a system to allow individual taxpayers and businesses to transact and communicate electronically with the IRS.

The IRS has made Electronic Tax Administration (ETA) a top priority. ETA reduces taxpayer burden by making it easier and faster to file returns and communicate with the IRS. The IRS expects to receive over 33 million electronically filed individual tax returns in FY 2000, or over 26% of all individual tax returns. One key initiative for FY 2000 is expanding the use of identification numbers to facilitate secure filing by tax preparers. The IRS also plans to make more electronic payment options available, and to accept more forms and schedules through e-filing.

The IRS is also providing businesses a growing number of electronic filing and payment options. The Form 941 *e-file* program will reduce filing time by allowing employers to file their quarterly tax returns electronically from their office computer beginning April 1, 2000. The IRS will launch an Internet Web Site to allow on-line enrollment and payment. Business partnerships will be able to file Forms 1065 and related Schedule K-1 electronically beginning in March 2000.

Information Technology to Deliver Services and Support Transactions

Agencies also are using information technology to deliver more services to the public more efficiently. Frequently, there is an information collection component associated with such transactions. Participants in Federal grant programs or applicants for Federal procurement opportunities must register, respond to solicitations, maintain records, and file reports. Applicants for Federal financial and technical assistance must apply, provide financial information, and maintain records. Lenders and other intermediaries must

apply to participate in these programs, maintain records, and file reports. Expanded use of information technology can make participating in these programs and receiving services much easier for all parties.

The Department of Education now enables students to apply for federal financial aid over the web. After the first year, the system pre-populates the data fields in the student's account so the student and/or parents do not have to re-enter data.

Several agencies that offer financial assistance are revising their business processes to enable fully electronic transactions with their customers and lending partners. For example, the Rural Housing Service expects to implement electronic loan closings and lender status reports by the end of FY 2000. SBA is working on e-lending to offer lenders and borrowers online processing, credit risk analysis, and approval in its guaranteed loan programs and enable paperless disaster loan processing. This will reduce lender reporting hours significantly.

Within the Administration for Children and Families (ACF), the Head Start program has instituted electronic grant applications and annual performance reports with over 2,000 grantees (virtually all of whom are small entities). In the FY 1999 reporting period, 86% of the grantees reported electronically, the highest percentage to date.

Several agencies are working on "one-stop shopping" initiatives to reduce burden by using electronic technology to share information across programs and eliminate duplication. In FY 1999 the Foreign Agricultural Service (FAS) launched a Unified Export Strategy, automating its business processes and using the Internet to serve its geographically diverse customers. Thus far, FAS and its private sector partners have developed a secure Internet web site and designed special software that allows customers to consolidate into a single submission 172 different funding requests for 12 export development programs. Customers no longer prepare and submit multiple applications for funding or assistance. The effort dramatically reduces paperwork by an estimated 11,413 pages annually, saving over 32 staff years, and reduces the administrative cost of the programs by over 50%. FAS will continue to improve the system to reduce burden. For example, in FY 2000 FAS plans to upgrade the software to pre-populate data entry screens so customers will not have to re-enter information on new applications unless the data has changed since the previous application.

Another USDA effort is the Service Center Initiative (SCI). Three of its agencies—the Farm Service Agency, Rural Development, and Natural Resources Conservation Service—are working to establish one-stop shopping and a common interface that will offer farmers 24/7 access to the information and services of all three agencies. The programs will share data, eliminate duplicative information collections, and streamline those collections that remain. To further this goal, in FY 1999 SCI formed a team of staff to reduce paperwork. The team identified 547 forms and 402 non-form collection methods used by the three agencies to collect information from SCI customers; of those, 74 forms were almost completely duplicative. The team is working to convert the forms and other collections into a single database that would eliminate the redundant information and serve as a single point for reporting and data management. In FY 2000, the team will continue to convert forms for on-line use, re-engineer business processes, and streamline, consolidate, or eliminate collections.

Information technology is making it easier to invest in Treasury securities. Nearly one million investors hold their marketable Treasury securities in book-entry form directly with the Treasury. The Bureau of Public Debt is increasing the services provided electronically to those customers through *TreasuryDirect* Electronic Services. For example, *Buy Direct* is an electronic option for submitting tenders. One-third of investor purchases made in FY 1999 were made electronically. Public Debt streamlined the *Buy Direct*

web pages in FY 1999 to reduce burden. They now have fill-in and drop-down boxes, making it easier to give information. Three out of eight data elements collected on the paper tender were eliminated, making e-tender easier and faster to complete. On-line sales of Series EE and I savings bonds began November 2, 1999. Although electronic purchase is not appreciably faster, it is available around the clock for the convenience of the customer, in home or office.

During FY 1999, the IRS established a partnership with the National Association of Enrolled Agents (NAEA), a tax practitioners trade group. The partners will conduct pilots on how tax preparers could discuss and resolve taxpayer matters with the IRS by secure and encrypted e-mail.

Several agencies are developing expert systems and intelligent technology to provide businesses compliance assistance and to reduce burden. DOL has developed 18 "E-law Advisors," web-based expert systems that the public can query through menus and routine questions to better understand and comply with DOL regulations. OSHA is working on the next generation of these systems, which would combine interactive questionnaires and electronic forms with legal analysis. OSHA has made similar efforts in developing its "Expert Advisors," interactive web-based systems designed to replicate the thinking process of OSHA's policy and enforcement staff on a particular topic area of interest to the public. OSHA has made 10 Expert Advisors available on-line and plans to add 3 more, for hazard communications, nursing homes, and workers rights, in FY 2000.

FDA implemented its Adverse Event Reporting System (AERS) 18 months ago as a way to better monitor adverse effects of using human drugs and therapeutic biologics once they are approved and in public use. AERS replaces a very ponderous paper process with a real-time, online-system that allows companies and the agency to produce a more timely and accurate picture of the performance of a drug product. It has increased reporting of events by the health care community.

More than 20 Federal agencies are reducing burden by participating in the Federal Commons, an inter-agency effort to use electronic commerce to streamline grants administration. Participating agencies include USDA, DOC, DOD, ED, DOE, EPA, GSA, HHS, HUD, DOL, NSF, DOT, and Treasury. The Federal Commons web site will become the single point of entry for Federal grants programs and a central repository for grant-related information. The site accepts data from grant applicants and recipients in any format and transmits the data to each agency in that agency's desired format. The agencies agreed upon many standard data elements in FY 1999. As that work continues, Federal Commons will become more robust. Already, several independent grant sites have been consolidated into the Commons or one of three other major sites, which will eventually be linked into the Commons.

A similar effort is underway to improve procurement transactions for vendors. Many agencies are using GSA's Electronic Posting System, an e-commerce, Internet-based application that allows agencies to post notices and solicitations on a web site. The posting system notifies vendors by e-mail of upcoming procurement opportunities in the vendors' specified areas of business interest. It currently interfaces with Commerce Business Daily Net (CBDNet), where vendors can access in one place proposals and solicitations from all agencies. In the future, the system will allow vendors to submit secure electronic transactions. In FY2000, more agencies will adopt the system, including all 12 Treasury bureaus.

Chapter 2. Information Collection Budget of the Federal Government for FY 1999 and FY 2000

Hours Needed for Information Collection Activities for FY 1998 and FY 1999

The Information Collection Budget (ICB) reports the hours needed for Federal information collection activities and the changes from year-to-year. Table 2.1 shows the public's hours needed for information collection at the end of FY 1998.

The first column of the table shows the total hours needed by 27 Federal agencies with more than two million hours approved in FY 1998. The second column shows the "Changes Due to Agency Action" for each agency in FY 1999. These are intentional changes to an agency's information collection activities not directly related to a new statutory mandate.² Examples of this kind of change would be creation of an electronic application system, streamlining or redesigning a form, or creating a new survey. The third column shows the change due to agency actions as a percentage of the burden for FY 1998 corrected for lapses in OMB approval.³

The fourth column show the "Changes Due to New Statutes" for each agency for FY 1999. These are changes to an agency's information collection activities resulting from or required by a recently-passed statute. For example, this would include applications for a new benefit or loan program established by statute or a new reporting requirement specifically detailed in statute. The fifth column shows the change due to new statutes as a percentage of the burden for FY 1998 corrected for lapses in OMB approval.

Table 2.1 does not show all of the factors which contributed to the change in total hours between FY 1998 and FY 1999. Table A.1 in appendix A has a more complete breakdown for FY 1999.

Approximately 80% of the Federal total is conducted by the Department of the Treasury (including all Federal tax and revenue reporting and recordkeeping imposed by the Internal Revenue Service and the Customs Service). Efforts to improve the efficiency of the tax collection system through increased use of information technology have been successful and are continuing. Frequent and significant amendments to the tax code, however, have resulted in the IRS having to increase the burden it imposes on taxpayers. For example, the reporting of capital gains was recently complicated by the need to apply several capital gains tax rates. As a result of this and other changes, the hours needed by the public to complete information collections by the Department of the Treasury increased from 5.70 billion hours in FY 1998 to 5.91 billion hours in FY 1999.

² "Changes Due to Agency Action" do not include changes due to a Lapse of OMB approval, the expiration or reinstatement of a continuing information collection.

³ See Appendix A for an explanation of the correction.

Table 2.1: FY 1999 Information Collection Totals
(millions of hours)

	FY 1998 Total Hours Needed	FY 1999 Changes Due to Agency Action		FY 1999 Changes Due to New Statutes	
Departments					
Agriculture	71.95	(1.32)	-2.0%	0.16	0.3%
Commerce*	6.80	0.36	5.3%	0.06	0.9%
Defense	119.00	(7.02)	-5.9%	0.00	0.0%
Education	40.90	6.30	15.4%	0.17	0.4%
Energy	4.46	0.02	0.4%	0.00	0.0%
Health and Human Services	139.31	(0.10)	-0.1%	8.83	6.2%
Housing and Urban Development	18.48	0.58	3.2%	0.96	5.3%
Interior	4.57	(0.16)	-3.8%	0.23	5.4%
Justice	25.82	1.29	3.8%	1.57	4.6%
Labor	199.00	0.57	0.3%	0.00	0.0%
State**	28.90	0.02	0.1%	0.00	0.0%
Transportation	138.75	(0.32)	-0.2%	0.70	0.5%
Treasury	5,702.24	14.17	0.2%	150.00	2.6%
Veterans Affairs	2.64	0.11	2.1%	0.01	0.1%
Agencies					
EPA	119.18	1.98	1.7%	0.04	0.0%
FAR	24.42	(0.54)	-2.2%	(0.00)	0.0%
FCC	30.34	2.32	7.6%	0.78	2.6%
FDIC	7.56	(0.01)	-0.2%	0.00	0.0%
FEMA	4.68	(0.00)	-0.1%	0.00	0.0%
FERC	5.54	(1.52)	-27.4%	0.00	0.0%
FTC	126.98	0.02	0.0%	0.00	0.0%
NASA	7.71	(0.37)	-4.8%	0.00	0.0%
NSF	4.73	(0.00)	-0.1%	0.00	0.0%
NRC	9.67	(0.03)	-0.4%	0.00	0.0%
SEC	75.67	2.16	2.9%	0.01	0.0%
SBA	3.07	(0.20)	-10.5%	0.00	0.0%
SSA	22.08	(0.32)	-1.5%	0.32	1.5%

* The program changes for the Department of Commerce excludes the hours needed by periodic collections such as the Decennial Census. The hours needed for these activities are listed in appendix A.

** The FY 1998 Total Hours Needed for the Department of State is adjusted, as described in the FY 1998 ICB, appendix B.

As seen in Table 2.1, the Chief Information Officers (CIOs) for the Departments reported a variety of changes in estimated hours needed due to agency actions between FY 1998 and FY 1999. The greatest reduction due to agency actions was reported by the Departments of Defense (-5.9%), due mostly to continued streamlining of its procurement procedures. The greatest increases due to agency actions were reported by the Departments of Education (15.4%) and Commerce (5.3%).

The CIOs for the non-Department agencies also reported a variety of program changes between FY 1998 and FY 1999. The most notable decreases were reported by the Federal Energy Regulatory Commission (-27.4%) and the Small Business Administration (-10.5%). National Aeronautics and Space Administration (NASA) also achieved a significant reduction (-4.8%). NASA has continued automating

Table 2.2: FY 2000 Information Collection Totals
(millions of hours)

	FY 1999 Total Hours Needed	FY 2000 Expected Changes Due to Agency Action		FY 2000 Expected Changes Due to New Statutes	
Departments					
Agriculture	67.68	(0.89)	-1.1%	3.34	4.1%
Commerce*	7.21	0.65	9.0%	(0.01)	-0.1%
Defense	111.73	0.40	0.4%	0.00	0.0%
Education	42.07	1.64	3.9%	(1.49)	-3.5%
Energy	4.48	0.00	0.0%	0.00	0.0%
Health and Human Services	164.35	13.79	7.8%	9.29	5.3%
Housing and Urban Development	19.75	0.55	2.3%	(0.01)	-0.1%
Interior	4.36	0.14	2.9%	0.03	0.7%
Justice	36.59	0.42	1.1%	0.01	0.0%
Labor	195.96	0.71	0.4%	2.41	1.2%
State	28.85	0.00	0.0%	0.00	0.0%
Transportation	140.00	4.62	2.7%	13.42	8.0%
Treasury	5,909.07	51.15	0.9%	(1.28)	0.0%
Veterans Affairs	5.27	0.94	16.1%	-	0.0%
Agencies					
EPA	118.91	8.07	6.8%	0.66	0.6%
FAR	23.42	(3.62)	-15.4%	0.00	0.0%
FCC	32.49	(4.16)	-12.8%	1.34	4.1%
FDIC	7.97	0.00	0.0%	0.00	0.0%
FEMA	4.97	0.28	4.7%	0.13	2.1%
FERC	3.98	(0.98)	-24.5%	0.00	0.0%
FTC	126.56	(4.98)	-3.9%	6.70	5.3%
NASA	7.34	(0.35)	-4.8%	0.00	0.0%
NSF	4.74	(0.04)	-0.8%	0.00	0.0%
NRC	9.51	0.01	0.1%	0.00	0.0%
SEC	76.56	(12.30)	-16.1%	0.00	0.0%
SBA	1.67	(0.11)	-3.5%	0.01	0.3%
SSA	21.22	1.56	7.4%	0.00	0.0%

* The program changes for the Department of Commerce excludes the hours needed by periodic collections such as the Decennial Census. The hours needed for these activities are listed in appendix A.

a number of its information collections and engaged in reforms of its procurement process leading to this decrease. The greatest increase at a non-Cabinet agency was reported by the Federal Communications Commission (FCC) (+7.6%).

For FY 1999, agencies also reported over 160 million hours increase in paperwork burden due to new statutory mandates. Treasury carried the largest share of these statutory increases, 150 million hours, due mostly to changes in the tax code from the Taxpayer Relief Act of 1997 and the Tax and Trade Relief Extension Act of 1998.

Expected Hours Needed for Information Collection Activities for FY 2000

Table 2.2 presents the expected changes in FY 2000. The columns in this table are analogous to the columns in Table 2.1. Table A.2 in appendix A gives a more detailed breakdown of the projected changes in the next two years. As in years before, Treasury is responsible for over 80 percent of the information collection burden of the Federal Government.

The largest anticipated decreases due to program changes come from the Federal Energy Regulatory Commission (FERC) (-24.5%), the Securities and Exchange Commission (SEC) (-16.1%), and the Federal Acquisition Regulation System (FAR) (-15.4%). The burden at FERC decreased due to the termination of the substantial start-up information requirements for the Gas Industry Standards Board (GISB) system. The largest increases due to agency actions in FY 2000 come from the Departments of Veterans Affairs (16.1%), Commerce (9.0%), and Health and Human Services (HHS) (7.8%).

For FY 2000, agencies reported over 80 millions hours increased burden due to new statutory mandates. Transportation expects an increase of almost 10% due to increased drug testing required by the Hazardous Materials Act of 1994. HHS expects an increase of over five percent due, in part, to the Mammography Quality Standards Reauthorization Act and FDA Modernization Act of 1997.

Chapter 3. Significant Paperwork Reductions and Increases -- FY 1999 & 2000

The Paperwork Reduction Act of 1995 (PRA) requires the head of each agency, supported by his or her Chief Information Officer (CIO), to be responsible for the agency's information collection activities. This includes reducing the amount of paperwork required of the public. Agencies are to develop and coordinate initiatives that will produce meaningful improvements for the public. By identifying significant paperwork decreases or increases, this chapter builds on the discussion in Chapter 1 and highlights the significant improvements agencies have made and where further improvement is needed.

The examples of significant burden reductions are organized into 6 categories:

- **Streamlining Regulations.** Revising existing regulations to eliminate unnecessary requirements.
- **Eliminating Redundancy.** Raising reporting thresholds to reduce the number of reports that need to be submitted, cutting the frequency of periodic reporting requirements, consolidating information collections, or working across agencies to share information.
- **Simplifying Forms.** Simplifying or streamlining forms to make them easier to read and fill out, and making programs easier to apply for.
- **Using Information Technology.** Using automated systems to speed and simplify the exchange of information between the government, and the public and allowing respondents to use their own information technology to ease reporting burdens.
- **Statutory Reductions.** Reducing burden because of recently enacted statutes.
- **Other.** Any other agency efforts to reduce burden.

The examples of significant burden increases are organized into two categories:

- **Statutory Increases.** Increasing burden due to new statutory requirements.
- **Other.** Increasing burden due to other factors.

Using these categories to illustrate the broad range of agency information collection activities and burden reduction efforts, this chapter serves several important goals. First, the examples highlight agency accomplishments in improving how information is collected and reducing burden on the public. Second, the examples provide a source of ideas and guidance on what agencies can do to reduce paperwork. Third, the examples identify areas where more work can be done to yield further benefits.

FY 1999 Reductions

Streamlining Regulations

Agency: Department of Agriculture
OMB Control No.: 0560-0155
Title: Implementation of Preferred Lender Program and Streamlining of Guaranteed Regulations
Purpose of the Collection: FSA uses this form to determine the eligibility of lender and loan applicants for farm loan guarantees and to ensure the Government's financial interests are protected.
How Reduction Achieved: The Farm Service Agency (FSA) streamlined its direct and guaranteed loan programs to improve efficiency in processing loan and servicing requests, and reduce burden on lenders, loan applicants, and borrowers. FSA reinstated the information collection at 197,962 burden hours, but the reinstatement reduced the reporting requirements for loan applications under \$50,000 and established a redesigned and simpler loan application form.
Change in Burden: - 110,600 hours.

Agency: Department of Commerce
OMB Control No.: 0694-0088, 0694-0104
Title: Multipurpose Export Application and Commercial Encryption Items Under the Jurisdiction of the Department of Commerce
Purpose of the Collection: Commerce uses this information, provided by US exporters, as a basis for granting licenses for export and re-export and for classifying goods and technologies that are controlled for reasons of national security and foreign policy.
How reductions achieved: Commerce has revised the Export Administration Regulations to relax export license requirements to certain countries or change licensing requirements for certain commodities. This includes encryption commodities and software as affected by the Vice President's September 1998 encryption policy initiative.
Change in Burden: - 15,836 hours.

Agency: Department of the Interior
OMB Control No.: 1076-0017
Title: Bureau of Indian Affairs Financial Assistance and Social Services Program
Purpose of the Collection: BIA uses this information to determine applicants' eligibility for services.
How Reduction Achieved: The OMB approval for this collection lapsed in 1993. BIA since re-wrote the regulations with a focus on reducing paperwork. The collection has now been reinstated at 50,000 hours, rather than the previous 311,840-hour burden. This will show up as a 50,000-hour increase due to the reinstatement.
Change in Burden: -261,840 hours.

Agency: Department of Transportation
OMB Control No.: 2105-0510
Title: Report of DBE Awards and Commitments
Purpose of Collection: DOT uses this collection to monitor equal opportunity in DOT-assisted contracting opportunities and gauge improvements over any past discrimination.
How Reduction Achieved: DOT streamlined its DBE programs, consistent with new policies supporting affirmative action programs. In streamlining the program, DOT also re-assessed and streamlined the paperworks.
Change in Burden: -124,699 hours

Agency:	Department of Transportation
OMB Control No.:	2139-0004
Title:	Annual Report of Class I and II Motor Carriers Property
Purpose of the Collection:	This information collection is mandated to under 49 U.S.C. 14123. It provides motor carrier financial and operating data.
How Reduction Achieved:	Bureau of Transportation Statistics (BTS) developed rules that sought to balance the need for the information and the paperwork required. Through the rulemaking, BTS retained only key data and, as a result, reduced paperwork by about a third.
Change in Burden:	-13,500 hours.
Agency:	Department of Treasury
OMB Control No.:	1550-0011
Title:	General Reporting and Record Keeping by Savings Associations
Purpose of the Collection:	Savings associations use this information collection for internal management control. Office of Thrift Supervision examiners use it to assess the compliance of savings association operations.
How Reduction Achieved:	OTS achieved the savings by changing financial management record keeping requirements.
Change in Burden:	-120,555 burden hours.
Agency:	Federal Acquisition Regulation System
OMB Control No.:	9000-0018
Title:	Certification of Independent Price Determination and Parent Company and Identifying Data
Purpose of the Collection:	Agencies use this information to ensure that government contracts are not awarded to firms violating antitrust laws (for example, collusive bidding, identical bids, uniform estimating systems).
How Reduction Achieved:	The Federal Acquisition Regulation Council responded to public comments by eliminating unnecessarily burdensome information requirements.
Change in Burden:	-12,850 hours.
Agency:	Federal Acquisition Regulation System
OMB Control No.:	9000-0046
Title:	Type of Business
Purpose of the Collection:	Agencies use this information to ensure that contracts are designed correctly for the type of business involved.
How Reduction Achieved:	A FAR amendment deleted the provisions at FAR 52.214-2, Type of Business Organization-Sealed Bidding, and 52.215-4, Type of Business Organization, because the same information is collected under the provisions at FAR 52.204-3, Taxpayer Identification, and 52.212-3, Offeror Representations and Certifications-Commercial Items.
Change in Burden:	-77,810 hours.
Agency:	Federal Acquisition Regulation System
OMB Control No.:	9000-0075
Title:	Government Property
Purpose of the Collection:	Agencies use this information, gathered from contractors, to manage government property and hold the respective contractors accountable for the protection and preservation of government property.
How Reduction Achieved:	The published proposed rule change eliminated 12 FAR clauses, reduced the number of records contractors must maintain from 19 to 7, created a standard form for reporting property in a contractor's custody, replaced the five inventory schedules currently identified in FAR 45.606-5 with one inventory disposal schedule, and

replaced the current rental clause with a new one that partially replicates commercial practices and should reduce contractor rental costs and facilitate the use of government property for commercial purposes.

Change in Burden: -3,146,848 hours.

Agency: **Federal Communications Commission**

OMB Control No.: 3060-0699

Title: EEO Streamlining Proceeding

Purpose of the Collection: This information collection had been used to support Equal Employment Opportunity processes.

How Reduction Achieved: The FCC finalized a rule establishing new broadcast and cable EEO rules and policies. The new rule terminated certain proceedings and eliminated the need for this collection.

Change in Burden: -694,441 hours.

Agency: **Federal Communications Commission**

OMB Control No.: 3060-0061

Title: FCC Form 325, Annual Report of Cable Television Systems

Purpose of the Collection: The FCC uses this information to assess industry compliance with FCC rules and to monitor industry trends in various areas, such as the conversion of cable systems from the analog to the digital medium.

How Reduction Achieved: During the 1998 Biennial Regulatory Review, the FCC amended the rules to exempt a majority of entities from this filing requirement.

Change in Burden: -25,800 hours.

Agency: **Federal Energy Regulatory Commission**

OMB Control No.: 1902-0096

Title: Electric Rate Schedule Filings, FERC-516

Purpose of the Collection: Public utilities submit this collection to obtain FERC authorization for all rates and charges made, related contracts and service conditions, and for wholesale sales and transmission of energy in interstate commerce.

How Reduction Achieved: In Final Rule RM95-8/94-7, FERC required public utilities to open their transmission lines to competitors and to offer them the same charges and conditions they apply themselves. The orders permitted wholesale buyers and sellers of electricity to rely on the market instead of FERC's regulations for determining the services that it provides and at what cost. Once the market-based rate filings are approved by the FERC, utilities no longer have to submit future market-based rate filings.

Change in Burden: -341,700 hours.

Agency: **Nuclear Regulatory Commission**

OMB Control No.: 3150-0011

Title: 10 CFR 50, Domestic Licensing of Production and Utilization Facilities (Rule change: Frequency of Reviews and Audits, Emergency Preparation Programs, Safeguards Contingency Plans, and Security Reviews)

Purpose of the Collection: The NRC uses this collection to review and audit Emergency Preparation Programs, Safeguards Contingency Plans, and Security Programs annually to ensure the public health and safety is protected.

How Reduction Achieved: The rule relaxed the frequency of the reporting, depending on the licensee's performance and any significant changes in operations or planning.

Change in Burden: -10,775 hours.

Agency: Nuclear Regulatory Commission
OMB Control No.: 3150-0169
Title: 48 CFR 20, US NRC Acquisition Regulation (NRCAR)
Purpose of the Collection: NRC uses this information to manage its own procurement and to meet government wide procurement requirements.
How Reduction Achieved: Consistent with changes in government-wide procurement policy, NRC revised its acquisition regulation to simply procedures for contracts under \$100,000, consistent with FAR Part 13. These changes have streamlined the competitive proposal and task order proposal submission requirements by using oral presentations in lieu of some paperwork.
Change in Burden: -93,739 hours.

Agency: Securities Exchange Commission
OMB Control No.: 3235-0059
Title: Schedule 14A Proxy Statements
Purpose of the Collection: This schedule describes the information that firms must provide to securities owners in proxy statements.
How Reduction Achieved: Under new Reg. M-A, updated and simplified rules for business combinations, Schedule 14A would require acquiring companies in cash mergers and tender offers to provide financial statements for only two years instead of three. Also, Schedule 14A no longer would require the financial statements of the target in a cash merger when the acquirer's shareholders are not voting on the transaction.
Change in Burden: -52,179 hours.

Agency: Securities Exchange Commission
OMB Control No.: 3235-0511
Title: Reports To Be Made By Certain Brokers And Dealers – Rule 17a-5(e)(5) and Form BD-Y2K
Purpose of the Collection: The Commission uses this information to monitor the financial and operational condition of each broker-dealer.
How Reduction Achieved: Collection was allowed to expire.
Change in Burden: -146,750 hours.

Agency: Securities Exchange Commission
OMB Control No.: 3235-0512
Title: Year 2000 Readiness Reports To Be Made By Certain Transfer Agents – Rule 17Ad 18 and Form TA-Y2K
Purpose of the Collection: The Commission used this collection in its Year 2000 efforts. The collection helped the Commission raise non-bank transfer agent awareness of Y2K preparations; coordinate with self-regulatory organizations on industry-wide testing, implementation, and contingency planning; and supplement the Commission's examination module for Year 2000 issues.
How Reduction Achieved: Collection was allowed to expire.
Change in Burden: -12,480 hours.

Eliminating Redundancy

Agency: Department of Education
OMB Control No.: 1830-0029
Title: Perkins Vocational and Technical Education Act State Plan
Purpose of the Collection: The Department uses this information to allocate federal funds.

How Reduction Achieved: The Department streamlined the collection to include only information required by the law.

Change in Burden: -19,040 hours.

Agency: **Department of Health and Human Services**

OMB Control No.: 0930-0110

Title: 2000 National Household Survey on Drug Abuse

Purpose of the Collection: This information collection provides key national estimates on the incidence and prevalence of drug abuse, the nature of the substances, and the personal and family characteristics of those involved as well as the number of persons who have received treatment in the civilian, on-institutionalized population.

How Reduction Achieved: The 1999 survey included a one-time separate sample for analyzing trends in data collection and the shift to computer-assisted interviewing. This sample is not needed for the 2000 survey and has been dropped.

Change in Burden: -28,970 hours

Agency: **Department of Transportation**

OMB Control No.: 2120-0593

Title: Certification Air Carrier and Commercial Operators 14 CFR Part 119

Purpose of the Collection: DOT uses this information to monitor the compliance of large transport airplanes and commuter airplanes, pursuant to 14 CFR Parts 135 and 121.

How Reduction Achieved: DOT streamlined the regulations to improve the compatibility of parts 121 and 135. By streamlining the rules, DOT was able to eliminate redundant paperwork.

Change in Burden: -27,245 hours.

Agency: **Federal Acquisition Regulation System**

OMB Control No.: 9000-0041

Title: Technical Proposal, Two-Step Sealed Bidding

Purpose of the Collection: Agencies use this information to assess the acceptability of proposals received.

How Reduction Achieved: The Federal Acquisition Regulation Council decided that this type of information requirement is the responsibility of individual agencies and, as a result, canceled the collection. Agencies as a result may individually seek approval for a collection such as this.

Change in Burden: -25,800 hours.

Agency: **Federal Communications Commission**

OMB Control No.: 3060-0547

Title: Disputes Concerning Carriage – Section 76.61

Purpose of the Collection: The FCC uses this information to evaluate cable operators' requests for special relief from must-carry obligations.

How Reduction Achieved: The FCC consolidated a number of collections (3060-0582, 0651, and 0552) into a new collection (3060-0888).

Change in Burden: -18,000 hours.

Agency: **Securities Exchange Commission**

OMB Control No.: 3235-0056

Title: Form 8-A Securities Registration

Purpose of the Collection: The Commission uses this information to register certain classes of securities under the Exchange Act.

How Reduction Achieved: Form 8-A requires a description of the registrant's securities and the filing as exhibits of documents defining the rights of security holders. Companies that are registering both an offering of securities under the Securities Act and a class of securities under

the Exchange Act no longer would have to file Form 8-A because the Securities Act form should contain all necessary information.

Change in Burden: -12,875 hours

Agency: **Securities Exchange Commission**

OMB Control No.: 3235-0418

Title: Form SB-2 Small Business Issuers Securities Registration

Purpose of the Collection: The Commission uses this information to register small business issuers under the Securities Act.

How Reduction Achieved: Proposed changes to Form SB-2 would permit seasoned issuers to incorporate their previously filed Exchange Act reports into Form SB-2 by reference.

Change in Burden: -25,825 hours

Simplifying Forms

Agency: **Department of Agriculture**

OMB Control No.: 0551-0026

Title: Cooperator Foreign Market Development Program

Purpose of the Collection: The Department uses this information to assess the extent to which applicant organizations represent U.S. commodity interests and are able to commit resources for developing, supervising, and executing project activities. It also uses the information to determine whether benefits derived from market development efforts will translate back to the broadest possible range of beneficiaries and will lead to increases in consumption and imports of U.S. agricultural commodities.

How Reduction Achieved: The Department modified program requirements and revised the application process to eliminate duplicative information and to consolidate the information into a single form. The Department also enabled applicants to submit their information electronically over the Internet.

Change in Burden: - 18,830 hours.

Agency: **Department of Commerce**

OMB Control No.: 0607-0717

Title: Current Retail Sales and Inventory Surveys

Purpose of the Collection: Commerce uses this information, estimates of monthly sales and end-of-month inventories, to develop up-to-date statistics on the retail portion of consumer activity.

How Reduction Achieved: The agency switched to collecting the information at the company, rather than individual establishment, level. This reduces the number of respondents and the average burden per response.

Change in Burden: -16,818 hours.

Agency: **Department of Defense**

OMB Control No.: 0704-0377

Title: Industrial Capabilities Questionnaire

Purpose of the Collection: Defense gathers business, industrial capability, and manufactured end item information from key industrial facilities.

How Reduction Achieved: By re-engineering processes and implementing electronic data interchange, Defense reduced the form 2737 questionnaire from 22 pages to 7 pages.

Change in Burden: -52,300 hours.

Agency: **Department of Health and Human Services**

OMB Control No.: 0938-0565

Title: IRS/SSA/HCFA Data Match

- Purpose of the Collection:** This information collection is used to implement various Medicare Secondary Payer (MSP) provisions.
- How Reduction Achieved:** HHS streamlined the form and improved its design and instructions so that it is easier to use.
- Change in Burden:** -718,861 hours.
- Agency:** **Department of Justice**
- OMB Control No.:** 1110-0026
- Title:** Federal Firearms Licensee Enrollment Form
- Purpose of the Collection:** This information collection updates the National Instant Criminal Background Check System (NICS) database with federal firearms licensees that intend to sell firearms.
- How Reduction Achieved:** Justice consolidated two four-page forms into a single two-page form.
- Change in Burden:** -23,000 hours.
- Agency:** **Federal Deposit Insurance Commission**
- OMB Control No.:** 3064-0015
- Title:** Interagency Bank Merger Act Application
- Purpose of the Collection:** The banking agencies need the information collected to ensure that proposed merger transactions are consistent with safe and sound banking practices.
- How Reduction Achieved:** The agencies reduced burden by combining separate agency forms into a uniform interagency form.
- Change in Burden:** - 17,260 hours
- Agency:** **Small Business Administration**
- OMB Control No.:** 3245-0018
- Title:** Disaster Home Loan Application
- Purpose of the Collection:** SBA uses this information to provide assistance to victims of Federally-declared disasters.
- How Reduction Achieved:** SBA Form 739 previously required applicants to list each property item along with repair/replacement estimates. The form now has a damaged property listing that respondents can simply check off. SBA eliminated the repair/replacement estimate. As a result of this change, the burden on this form has reduced from 30 minutes to 15 minutes.
- Change in Burden:** -26,525 hours.
- Agency:** **Social Security Administration**
- OMB Control No.:** 0960-0499
- Title:** Form SSA-3881, Questionnaire for Children Claiming SSI Benefits
- Purpose of the Collection:** SSA uses this information to deliver SSI benefits to disabled children.
- How Reduction Achieved:** By introducing the new SSA-3820 form, SSA eliminated the need to complete the SSA-3881 at the initial claims process, reducing the individual respondent burden by 10 minutes. In addition, SSA has finished the redetermination of SSI eligibility of 323,000 children, required by P.L. 104-193. Of the total reduction of 423,000 hours, 161,500 hours result from the completion of the child Continuing Disability Reviews (CDRs).
- Change in Burden:** -423,000 hours.

Using Information Technology

- Agency:** **Department of Commerce**
- OMB Control No.:** 0607-0152
- Title:** Shippers Export Declarations (SED) Program

Purpose of the Collection: This information collection forms the basis of the official U.S. export statistics compiled by the Bureau of the Census. Those statistics are a leading economic indicator and a key information source for developing the US position on merchandise trade.

How Reduction Achieved: The new Automated Export System reduces filing time from 11 minutes on paper to 3 minutes electronically. As more exporters adopt the electronic filing method, the aggregate time required will continue to decrease.

Change in Burden: -163,320 hours.

Agency: Department of Education
OMB Control No.: 1840-0098
Title: Application to participate in Student Financial Aid Programs
Purpose of the Collection: Education uses this information to certify institutions for Federal student aid programs.

How Reduction Achieved: Education automated the information, shifting away from an onerous paper-based system.

Change in Burden: -15,910 hours.

Agency: Department of Labor
OMB Control No.: 1210-0039
Title: Summary Plan Description Requirements Under Employee Retirement and Income Security Act (ERISA).

Purpose of the Collection: This information provides plan administrators with guidance on informing participants and beneficiaries of employee benefit plans so that they are aware of their benefits and rights under the plan.

How Reduction Achieved: The Pension Welfare Benefits Administration (PWBA) published a proposed regulation concerning the use of electronic technologies for disclosure under ERISA. The paperwork reductions are the estimated savings that plan administrators may achieve by distributing information electronically.

Change in Burden: -68,046 hours.

Agency: Department of Labor
OMB Control No.: 1210-0040
Title: Summary Annual Report Requirements Under ERISA
Purpose of the Collection: Employee benefit plans are required to submit an annual report to the Secretary of Labor describing the plan's financial condition and operations. This information collection provides benefit plan participants and beneficiaries a summary of that annual report.

How Reduction Achieved: The Pension Welfare Benefits Administration published a proposed regulation (64 FR 4506) concerning the use of electronic technologies for disclosure under ERISA. The paperwork reductions are the estimated savings that plan administrators may achieve by distributing information electronically.

Change in Burden: - 560,043 hours.

Agency: Department of Transportation
OMB Control No.: 2106-0009
Title: 14 CFR Part 221 – Construction, Publication, Filing and Posting of Tariffs of Air Carriers and Foreign Air Carriers

Purpose of the Collection: This information helps carriers, travel agents, DOT, other government agencies, and the general public to determine the prices, rules, and related charges for international passenger air transportation.

How Reduction Achieved: DOT adopted electronic filing.

Change in Burden: -662,480 hours.

Agency: Federal Energy Regulatory Commission
OMB Control No.: 1902-0174
Title: Standards for Business Practices for Interstate Natural Gas Pipelines, FERC-549C
Purpose of the Collection: This collection helps standardize aspects of pipelines' business practices so that buyers of natural gas can buy and transport gas more easily and efficiently from all potential sources of supply.
How Reduction Achieved: The FERC issued Order Nos. 587 and 587C to implement both the GISB standards for business practices and the protocols for Electronic Data Interchange and the Internet. The adopted protocols have provided the gas industry over the past two years the ability to use automated computer-to-computer communications to efficiently conduct time sensitive business transactions, such as nominating and confirming daily gas flows, as well as invoicing and payments.
Change in Burden: -1,365,226 hours.

Agency: Federal Energy Regulatory Commission
OMB Control No.: 1902-0173
Title: Open Access Same Time Information Systems, FERC-717
Purpose of the Collection: This collection provides transmission customers with equal and timely access to information about ancillary services provided in electric tariffs.
How Reduction Achieved: Order No. 889, Final Rule RM95-9 required transmission providers to establish an electronic transmission system that informs transmission users about available transmission capacity and prices. These systems have been in place for three years and have reduced the amount of time and labor necessary to process information, make it available to the public, and reduce obstacles in obtaining the information.
Change in Burden: -123,060 hours.

Statutory Reductions

Agency: Department of Agriculture
OMB Control No.: 0584-0085
Title: FS Redemption Certificate
Purpose of the Collection: This information collection helps firms that participate in the Food Stamp Program to verify the amount of coupons forwarded to the bank for redemption.
How Reduction Achieved: Public Law 104-193 mandates the use of Electronic Benefit Transfer systems nationwide by the year 2002 to replace paper food stamp coupons. The use of these systems reduces the need to verify coupon redemption.
Change in Burden: -214,517 hours
Statute Title and P.L. #: Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, P.L. 104-193.

Agency: Department of Housing and Urban Development
OMB Control No.: 2577-0172
Title: Administrative Use Agreement
Purpose of the Collection: This information collection establishes the rights and responsibilities of Housing Authorities with respect to the use of proceeds of sale.
How Reduction Achieved: A new statutory requirement under the Native American Housing Assistance and Self-Determination Act of 1996 consolidated a number of HUD programs into a block grant on behalf of Indian tribes to provide assistance for Native Americans. It superseded this information collection with the Indian Housing Plan under OMB Control No. 2577-0218.
Change in Burden: -34,650 hrs

Statute Title and P.L.#: Native American Housing Assistance and Self-Determination Act of 1996, P.L. 104-330.

Agency: **Department of Treasury**

OMB Control No.: 1545-0072

Title: IRS Form 2119, Sale of Your Home

Purpose of the Collection: This information collection is filed with Form 1040 to report the sale of an individual's main residence.

How Reduction Achieved: Changes made to Code section 121 by the Taxpayer Relief Act (TRA) will allow most taxpayers to fully exclude gain on home sales after May 6, 1997. This change makes the filing of Form 2119 unnecessary.

Change in Burden: - 4,661,470 hours

Statute Title and P.L.#: Taxpayer Relief Act of 1997, P.L. 105-34.

Agency: **Federal Acquisition Regulation System**

OMB Control No.: 9000-0144

Title: Payment by Electronic Fund Transfer

Purpose of the Collection: Contractors provide this information to agencies in order to receive payment by electronic fund transfer (EFT).

How Reduction Achieved: Procedures for the use of EFT for Federal contract payments were revised to comply with Subsection 31001(x)(1) of the Debt Collection Improvement Act of 1996 (Pub. L. 104-134). That subsection of the Act amended 31 U.S.C. 3322 to require, subject to the authority of the Secretary of the Treasury to grant waivers, that all Federal payment shall be made by EFT beginning January 2, 1999.

Change in Burden: - 85,000 hours

Statute and P.L.#: Debt Collection Improvement Act of 1996, P. L. 104-134.

Agency: **Federal Acquisition Regulation System**

OMB Control No.: 9000-0148

Title: Empowerment Contracting

Purpose of the Collection: Agencies use this information to verify that firms are entitled to an evaluation preference based on their location in or employment of persons from areas of general or severe economic distress.

How Reduction Achieved: This initiative was effectively superseded by the HUBZone Act of 1997 and subsequent implementation of Sections 601-607 of the Act in the FAR.

Change in Burden: -12,852 hours

Statute and P.L.#: HUBZone Act of 1997, P.L. 105-135.

Other

Agency: **Department of Commerce**

OMB Control Nos.: 0607-0444, 0607-0825, 0607-0826, 0607-0843, 0607-0845, 0607-0847

Title: Collections related to the 1997 Economic Census and the Company Organization Survey

Purpose of the Collection: The Economic Census provides vital economic data and is the foundation for the nation's economic statistics program. The Company Organization Survey (COS) updates and maintains a central list of businesses for other censuses and surveys and collects data on County Business Patterns.

How Reduction Achieved: The 1997 Economic Census is complete, eliminating its collections. However, the COS, which is streamlined during Economic Census years to minimize redundancy and improve response, resumed its more detailed form for the 1998 survey.

Change in Burden: - 1,718,752 hours.

Agency: Department of Defense
OMB Control No.: 0704-0188
Title: Acquisition Management System and Data Requirements Control List (AMSDL)
Purpose of the Collection: This information collection specifies data requirements used in government contracts to support the design, manufacture, testing, training, operation, and maintenance of procured items.
How Reduction Achieved: Defense eliminated 124 Data Item Descriptions (DIDs).
Change in Burden: - 7,365,600 hours.

Agency: Department of Energy
OMB Control No.: 1910-0100
Title: Information Management
Purpose of the Collection: Energy uses this collection to guide DOE and DOE-contractor personnel on the efficient management and use of information and information technology.
How Reduction Achieved: Energy improved management procedures and eliminated a number of collections that were no longer needed.
Change in Burden: - 153,837 hours.

Agency: Department of Energy
OMB Control No.: 1901-0298
Title: Steam-Electric Plant Operation and Design Report
Purpose of the Collection: Energy uses this information to monitor air emissions and water quality issues at steam-electric plants and to support economic, regulatory, and environmental analyses.
How Reduction Achieved: The DOE's Fossil Energy office discontinued its joint sponsorship of the form.
Change in Burden: -17,730 hours.

Agency: Environmental Protection Agency
OMB Control No.: 2070-0112
Title: PCBs: Notification and Manifesting of PCB Waste Activities
Purpose of the Collection: EPA uses this information to monitor the compliance of entities that handle, use, store, and dispose of PCBs.
How Reduction Achieved: To simplify PCB regulations, the Office of Pollution Prevention and Toxics (OPPT) is consolidating six existing PCB information collections into a single information collection. These collections are: PCBs Used in Electrical Equipment and Transformers (OMB No. 2070-0003); PCBs: Exclusions, Exemptions and Use Authorizations (OMB No. 2070-0008); PCBs Disposal Permitting Regulation (OMB No. 2070-0011); PCBs: Manufacturing, Processing and Distribution in Commerce Exemptions (OMB No. 2070-0021); PCBs: Notification and Manifesting of PCB Waste Activities and Records of PCB Storage and Disposal (OMB No. 2070-0112); and Disposal of PCBs (OMB No. 2070-0158).
Change in Burden: -1,263,389 hours.

Agency: Federal Communications Commission
OMB Control No.: 3060-0825
Title: Requirements for Toll Free Service Access Codes 888/877
Purpose of the Collection: The Common Carrier Bureau offers toll-free number subscribers the opportunity to reserve numbers of their choice. Subscribers provide this information to express their interest in specific numbers.
How Reduction Achieved: Subscribers were given a limited period of time in which to reserve toll-free numbers, as specified in the Order and Memorandum Opinion and Order, (CC Docket No. 95 155). This time period has expired, so the collection has been discontinued.

Change in Burden: - 370,430 hours.

Agency: **Federal Communications Commission**

OMB Control No.: 3060-0096

Title: FCC Form 506/506-A, Application for Ship Radio Station License and Temporary Operating Authority

Purpose of the Collection: The FCC uses Form 506 to issue Marine Ship radio licenses. Form 506A is a 90-day temporary operating authority that enables the applicant to operate while the FCC reviews the license application.

How Reduction Achieved: Under Report and Order, WT Docket 96-82, the FCC eliminated certain types of licenses.

Change in Burden: -35,701 hours.

Agency: **Federal Communications Commission**

OMB Control No.: 3060-0623

Title: FCC Form 600, Application for Mobile Radio Service Authorization or Rural Radiotelephone Service Authorization

Purpose of the Collection: The FCC uses this information to authorize entities to provide or use commercial, private, or mixed radio service.

How Reduction Achieved: The hour reduction results from a reduction in the number of respondents: a number of radio services are now being captured under the separate Universal Licensing System.

Change in Burden: -657,230 hours.

Agency: **Federal Deposit Insurance Commission**

OMB Control No.: 3064-0128

Title: Year 2000 Guidelines

Purpose of the Collection: This information collection requires insured depository institutions to take and document actions to prepare for the Year 2000.

How Reduction Achieved: The need for this collection has passed, so it has been discontinued.

Change in Burden: - 23,188 hours.

FY 1999 Increases

Statutory Increases

Agency: Department of Agriculture
OMB Control No.: 0560-0190
Title: Power of Attorney
Purpose of the Collection: This information collection allows a producer to delegate authority to another person to act on their behalf under a variety of programs administered by FSA.
Why Increase Occurred: The Federal Agriculture Improvement and Reform (FAIR) Act of 1996 added previously unincorporated programs into this information.
Change in Burden: + 150,000 hours
Statute Title and P.L. #: Federal Agriculture Improvement and Reform Act of 1996, P.L. 104-127.

Agency: Department of Agriculture
OMB Control No.: 0560-0191
Title: Disaster Reserve Flood Compensation Program
Purpose of the Collection: Agriculture uses this information to provide benefits to eligible livestock producers in approved counties whose land had been flooded and had been inaccessible or incapable of crop production, grazing, or haying during FY 1998.
Why Increase Occurred: Congress authorized use of funds from several sources to aid producers affected by long-term flooding of agricultural land. The funds were designated for use with a new disaster program called the Disaster Reserve Flood Compensation Program.
Change in Burden: +13,000 hours
Statute Title and P.L. #: Agriculture, Rural Development, Food and Drug Administration, and Related Appropriations Act of 1999, P.L. 105-277.

Agency: Department of Commerce
OMB Control No. 0610-0094
Title: Proposal for Federal Assistance and Application for Federal Assistance
Purpose of the collection: The Economic Development Administration at Commerce uses this information to provide tailored financial and planning assistance to interested communities.
Why Increase Occurred: EDA's new authorizing legislation requires that each eligible recipient for a project under Section 201 or 209 (except for planning assistance under section 209) submit a Comprehensive Economic Development Strategy (CEDS) as part of its application for assistance.
Change in Burden: + 16,500 hours
Statute Title and P.L.#: Economic Development Administration Reform Act of 1998, P.L. 105-393.

Agency: Department of Commerce
OMB Control No. 0648-0376
Title: Fisheries Capacity Reduction Program Buyback Requests
Purposes of the Collection: Commerce uses this information as a tool to reduce excess fishing capacity. The program pays fishermen to scrap their vessels and/or surrender their permits. Buybacks may be funded by the remaining fishery participants or by the government.
Why Increase Occurred: This is a new program.
Change in Burden: + 37,110 hours
Statute Title and P.L. #: "To amend the Magnuson Fishery Conservation and Management Act to authorize appropriations, to provide for sustainable fisheries, and for other purposes,"
P.L. 104-297.

Agency:	Department of Education
OMB Control No.:	1840-0740
Title:	Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP)
Purpose of the Collection:	Education uses this information to provide funds for undergraduate programs.
Why Increase Occurred:	New program.
Change in Burden:	+ 120,000 hours
Statute Title and P.L. #:	<u>Higher Education Amendments of 1998</u> , P.L. 105-244.
Agency:	Department of Education
OMB Control No.:	1810-0007
Title:	Application for Teacher Quality Enhancement
Purpose of the Collection:	This information collection is used to apply for Federal funds.
Why Increase Occurred:	New program.
Change in Burden:	+100,000 hours
Statute Title and P.L.#:	<u>Higher Education Amendments of 1998</u> , P.L. 105-244.
Agency:	Department of Health and Human Services
OMB Control No.:	0938-0739
Title:	SNF Resident Assessment MDS Data and Supporting Regulations in 42 CFR, 413.343 and 424.32
Purpose of the Collection:	Skilled Nursing Facilities (SNFs) submit resident assessment data as described at 42 CFR 483.20, to administer the payment rate methodology described in 42 CFR 413.337.
Why Increase Occurred:	This is a new collection as required by the Balance Budget Act of 1997.
Change in Burden:	+3,865,885 hours
Statute Title and P.L.#:	<u>Balance Budget Act of 1997</u> , P.L. 105-33.
Agency:	Department of Health and Human Services
OMB Control No.:	0938-0753
Title:	Medicare Plus Choice Program Requirements referenced in 42 CFR 422.000 – 422.700
Purpose of the Collection:	HHS uses this information to determine eligibility for the M+C Medicare Program, as established in Section 4001 of the BBA of 1997, sections 1851 through 1859.
Why Increase Occurred:	New statutory program.
Change in Burden:	+1,264,535 hours
Statute Title and P.L.#:	<u>Balance Budget Act of 1997</u> , P.L. 105-33.
Agency:	Department of Health and Human Services
OMB Control No.:	0938-0758
Title:	Hospice Cost Report and Supporting Regulations in 42 CFR 413.20 and 413.24
Purpose of the Collection:	HHS uses this information to evaluate provider rates for the Prospective Payment System (PPS).
Why Increase Occurred:	This is a new collection mandated by the Balance Budget Act of 1997.
Change in Burden:	+302,720 hours
Statute Title and P.L.#:	<u>Balance Budget Act of 1997</u> , P.L. 105-33.
Agency:	Department of Health and Human Services
OMB Control No.:	0938-0760
Title:	Medicare and Medicaid Programs Use of the OASIS as Part of the CoPs for HHAs and Supporting Regulations in 42 CFR, 484.55 (HCFA-3007-F)
Purpose of the Collection:	This information collection requires that HHAs use a standard core assessment data set, the OASIS, when collecting and evaluating adult non-maternity patients.
Why Increase Occurred:	This is a new collection mandated by the Balance Budget Act of 1997.

Change in Burden:	+1,238,056 hours
Statute Title and P.L.#:	<u>Balance Budget Act of 1997, P.L. 105-33.</u>
Agency:	Department of Health and Human Services
OMB Control No.:	0938-0761
Title:	Medicare and Medicaid Programs Reporting OASIS Data as Part of the CoPs for HHAs and Supporting Regulations in 42 CFR 484.11 and 484.20 (HCFA-3006-IFC)
Purpose of the Collection:	This information collection requires HHAs to report data from the OASIS data set as a condition of participation. These requirements are necessary to establish a prospective payment system for HHAs and to achieve broad-based, measurable improvement in the quality of care furnished through federal programs.
Why Increase Occurred:	This is a new collection mandated by the Balance Budget Act of 1997.
Change in Burden:	+1,274,866 hours
Statute Title and P.L.#:	<u>Balance Budget Act of 1997, P.L. 105-33.</u>
Agency:	Department of Health and Human Services
OMB Control No.:	0970-0199
Title:	TANF Data Report, SSP-MOE Data Report, TANF Financial Report, Annual Report, Caseload Reduction Documentation Process, Reasonable Cause/Corrective Action Documentation Process ..ACF-196, ACF-202
Purpose of the Collection:	HHS uses this information to monitor the Temporary Assistance for Needy Families program.
Why Increase Occurred:	This is a new collection mandated by the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.
Change in Burden:	+583,912 hours
Statute Title and P.L.#:	<u>The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193.</u>
Agency:	Department of Housing and Urban Development
OMB Control No.:	2505-0001
Title:	Mark-to Market Program Operating Procedures Guide
Purpose of the Collection:	This information collection concerns application and operating requirements for FHA Multifamily Housing Mortgage and Housing Assistance Restructuring Program
Why Increase Occurred:	New statutory requirement to provide an application to housing owners seeking to participate in the Mark-to-Market Program.
Change in Burden:	+ 93,052 hours
Statute Title and P.L.#:	<u>Title V of the Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act of 1998, P.L. 106-65.</u>
Agency:	Department of Housing and Urban Development
OMB Control No.:	2577-0226
Title:	Public Housing Agency (PHA) Plan
Purpose of the Collection:	This information collection informs PHAs that receive tenant-based assistance and public housing operating subsidies how to submit one- and five-year plans.
Why Increase Occurred:	A new statutory provision requires PHAs to develop these plans. This supports an overall policy of promoting local accountability and public access to PHA policies, rules, and requirements concerning its operations, programs, and services.
Change in Burden:	+ 301,310 hours
Statute Title and P.L.#:	<u>Section 511 of the Quality Housing and Work Responsibility Act of 1998, P.L. 105-276.</u>

Agency:	Department of Housing and Urban Development
OMB Control No.:	2577-0232
Title:	Public Housing “One Strike” Admission Policies, Criminal Records
Purpose of the Collection:	This information collection screens applicants for public housing to deny admission to applicants engaging in drug-related and other criminal activities.
Why Increase Occurred:	There is a new statutory requirement to deny admission to public housing and removal from public housing those tenants engaging in drug-related and other criminal activities.
Change in Burden:	+ 217,850 hours
Statute Title and P.L. #:	<u>Housing Opportunity Program Extension Act, P.L. 104-120.</u>
Agency:	Department of Housing and Urban Development
OMB Control No.:	2577-0230
Title:	Public Housing Reform: Change in Admission and Occupancy Requirements
Purpose of the Collection:	This information collection implements changes concerning choice of rent, community service, and self-sufficiency in public housing, changes in admission preferences, and determination of income and rent.
Why Increase Occurred:	The Quality Housing and Work Responsibility Act of 1998 repealed Federal preferences and allows PHAs to establish their own system for making dwelling units of Section 8 assistance available to families with certain characteristics. This collection monitors how PHAs establish and administer those systems.
Change in Burden:	+169,300 hours
Statute Title and P.L.#:	<u>Quality Housing and Work Responsibility Act of 1998, P.L. 105-276.</u>
Agency:	Department of the Interior
OMB Control No.:	1004-0187
Title:	Taxpayer Identification/Social Security Number Request
Purpose of the Collection:	This information collection is used to record the taxpayer ID or social security numbers (TN/SSN) from all entities doing business with the Bureau of Land Management (BLM).
Why Increase Occurred:	BLM has not historically required TN/SSN’s of all entities doing business with it and so has only some of these identification numbers and must expand its collection.
Change in Burden:	+20,000 hours
Statute Title and P.L. #:	<u>Debt Collection Improvement Act, P.L. 104-134.</u>
Agency:	Department of the Interior
OMB Control No.:	1010-0121
Title:	Preliminary Statement of Issues and Fee Waiver
Purpose of the Collection:	This information collection identifies the legal and factual disagreements of a party adversely affected by an order from Minerals Management Service (MMS). The Office of Hearings and Appeals (OHA) and MMS personnel will use the PSI to resolve all disputed issues.
Why Increase Occurred:	Congress enacted the Royalty Simplification and Fairness Act (RSFA), which provides time lines and other changes to the current appeals process involving Federal oil and gas leases. OHA and MMS accordingly amended their regulations to provide guidance and define changes in the appeals process.
Change in Burden:	+36,100 hours
Statute Title and P.L. #:	<u>Federal Oil and Gas Royalty Simplification and Fairness Act of 1996, P.L. 104-185, as corrected by P.L. 104-200.</u>
Agency:	Department of the Interior
OMB Control No.:	1076-0149
Title:	Class III Gaming Procedures -- 25 CFR Part 291

Purpose of the Collection:	The Bureau of Indian Affairs uses this information to authorize tribes to expand their gaming venues to include Class III games, as defined under the Act.
Why Increase Occurred:	Tribes have only recently expressed interest in submitting these proposals.
Change in Burden:	+12,000 hours
Statute Title and P.L. #:	<u>Indian Gaming Regulatory Act</u> , P.L. 100-497.
Agency:	Department of Justice
OMB Control No.:	1115-0170
Title:	Application for Temporary Protected Status and Supplemental Filing Instructions for Form I-821 (Form I-821 and I-821A)
Purpose of the Collection:	This information collection helps nationals of Honduras, Nicaragua, and the Kosovo Province apply for temporary protected status under section 244(b)(1) of the Immigration and Nationality Act, as amended.
Why Increase Occurred:	The number of persons eligible to apply for temporary protected status has significantly increased recently. (See Federal Register 64 FR 524 (Honduras); 64 FR 526 (Nicaragua); and 64 FR 30542 (Kosovo Province)).
Change in Burden:	+81,500 hours
Statute Title and P.L.#:	<u>Illegal Immigration Reform and Immigrant Responsibility Act of 1996</u> , P.L. 104-208.
Agency:	Department of Justice
OMB Control No.:	1115-0225
Title:	H-1B Data Collection and Filing Fee Exemption (Form I-129W)
Purpose of the Collection:	INS uses this collection to determine if an H-1B petitioner is exempt from the additional filing fee of \$500, as provided by the American Competitiveness and Workforce Improvement Act of 1998 (Public Law 105-277, enacted October 21, 1998).
Why Increase Occurred:	The increase is directly attributed to the revision of the form, which increased from 1 to 4 pages.
Change in Burden:	+38,500 hours
Statute Title and P.L.#:	<u>The American Competitiveness and Workforce Improvement Act of 1998</u> , P.L. 105-277.
Agency:	Department of Justice
OMB Control No.:	1115-0226
Title:	Application for Health Care Certificate (File No. OMB-15)
Purpose of the Collection:	This information collection is used by a United States health care credentialing organization to determine if an alien is eligible to receive a certificate to work in the United States, as required by Section 212(a)(5)(C) of the Immigration and Nationality Act.
Why Increase Occurred:	This is a new collection.
Change in Burden:	+25,620 hours.
Statute Title and PL#:	<u>Illegal Immigration Reform and Immigrant Responsibility Act of 1996</u> , P.L. 104-208.
Agency:	Department of Justice
OMB Control No.:	1115-0227
Title:	Application for Suspension of Deportation or Special Rule Cancellation of Removal (Pursuant to Section 203 of Public Law 105-100)
Purpose of the Collection:	Non-immigrants provide this information to apply for suspension of deportation or special rule cancellation of removal, with eligibility defined under Section 203 of Pub .L 105-100 (Nicaraguan Adjustment and Central American Relief Act (NACARA)). The INS also uses the information to determine if it has jurisdiction in the matter.
Why Increase Occurred:	Public Law 105-100 established special circumstances for suspension of deportation or cancellation of removal. INS created this form to implement those provisions.

Change in Burden: +1,200,000 hours
Statute Title and P.L.#: Nicaraguan Adjustment and Central American Relief Act (NACARA), P. L 105-100.

Agency: **Department of Justice**
OMB Control No.: 1115-0228
Title: Memorandum of Understanding to Participate in Employment Eligibility Confirmation Pilot Program (File No. OMB-18)
Purpose of the Collection: Justice is statutorily required to pilot test how best to verify electronically that work eligibility is nondiscriminatory. Title IV, Subtitle A of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Public Law 104-208.
Why Increase Occurred: The increase is attributable to the pilot programs, which are required by Public Law 104-208.

Change in Burden: +22,161 hours
Statute Title and P.L. #: Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), P.L. 104-208.

Agency: **Department of Justice**
OMB Control No.: 1115-0229
Title: HRIFA Supplement to Form I-485 Instructions (Form I-485C)
Purpose of the Collection: Justice uses this information to approve certain nationals of Haiti for a change of status to that of permanent resident, as allowed by Section 902 of Division A, Title IX of Public Law 105-277 (Haitian Refugee Immigration Fairness Act (HAIFA)).
Why Increase Occurred: The increase results from the supplemental filing instructions for Form I-485, as required by Section 902 of Division A, Title IX of Public Law 105-277 (Haitian Refugee Immigration Fairness Act (HRIFA)).

Change in Burden: +25,000 hours
Statute Title and P.L.#: Haitian Refugee Immigration Fairness Act (HAIFA), P.L. 105-277.

Agency: **Department of Justice**
OMB Control No.: 1115-0230
Title: Sworn Statement of Refugee Applying for Admission to the United States
Purpose of the Collection: Refugees supply this information to apply for admission to the United States, as allowed under Section 207 of the Immigration and Nationality Act.
Why Increase Occurred: The uses of the collection have been expanded under Section 207 of the Immigration and Nationality Act.
Change in Burden: +37,500 hours
Statute Title and P.L.#: Illegal Immigration Reform and Immigrant Responsibility Act of 1996, P.L. 104-208.

Agency: **Department of Transportation**
OMB Control No.: 2137-0034
Title: Hazardous Materials Shipping Papers and Emergency Response Information
Purpose of the Collection: DOT uses this collection to help hazardous materials carriers and emergency responders follow appropriate safety and incident mitigation procedures.
Why Increase Occurred: Final rule under Docket HM-200, Hazardous Materials in Intrastate Commerce extended the applicability of the hazardous materials regulations to include Intrastate Commerce as mandated by Congress.
Change in Burden: +211,250 hours
Statute Title and P.L. #: Hazardous Materials Transportation Uniform Safety Act of 1990 (HMTUSA), amended by the Hazardous Materials Transportation Authorization Act of 1994 (HMTAA), P.L. 103-311.

Agency: **Department of Transportation**
OMB Control No.: 2137-0600

Title: Qualification of Personnel
Purpose of the Collection: DOT uses this information to ensure that pipeline operators have qualified personnel to work on gas and hazardous liquid pipelines.
Why Increase Occurred: This is a new collection.
Change in Burden: +466,667 hours.
Statute Title and P.L. #: The Accountable Pipeline Safety and Partnership Act of 1996, P.L. 104-304.

Agency: **Department of Transportation**
OMB Control No.: 2115-0598
Title: Ballast Water Management for Vessels with Ballast Tanks entering U.S. Waters
Purpose of the Collection: DOT uses this information to verify compliance with ballast water management regulations by vessels entering U.S. waters from beyond the Exclusive Economic Zone. The data collected will measure the program's effectiveness in reducing or eliminating introductions of aquatic nuisance.
Why Increase Occurred: The increase occurred due to the revision of the regulations on Ballast Water Management, based on The National Invasive Species Act of 1996 calls for vessels with ballast tanks entering any U.S. waters from beyond the Exclusive Economic Zone to report information concerning their Ballast Water Management.
Change in Burden: +20,688 hours
Statute Title and P.L. #: National Invasive Species Act, P.L. 104-332.

Agency: **Department of Treasury**
OMB Control No.: 1545-0074
Title: IRS Form 1040 and Schedules, U.S. Individual Income Tax Return.
Purpose of the Collection: Individual taxpayers use this collection to report their taxable income and calculate their correct tax liability.
Why Increase Occurred: The IRS added several new lines and worksheets in the instructions to implement new Code sections created by the Taxpayer Relief Act (TRA). The IRS made other changes to Form 1040 and its schedules and revised the instructions, including a reduction of over 2.6 million hours due to simplifications resulting from the one-year alternative minimum tax (AMT) exclusion provided for in the Tax and Trade Relief Extension Act.
Change in Burden: +38,975,812 hours
Statute Title and P.L.#: Taxpayer Relief Act of 1997, P.L. 105-34; Tax and Trade Relief Extension Act of 1998, P.L. 105-277.

Agency: **Department of Treasury**
OMB Control No.: 1545-0085
Title: IRS Form 1040A and Schedules, U.S. Individual Income Tax Return.
Purpose of the Collection: Individual taxpayers use this form to report their taxable income and calculate their correct tax liability.
Why Increase Occurred: The IRS added several new lines and worksheets in the instructions to implement new Code sections created by the Taxpayer Relief Act. The IRS made other changes to Form 1040A and its schedules and revised the instructions, including a reduction of almost 421,000 hours due to simplifications resulting from the one-year AMT exclusion provided for in the Tax and Trade Relief Extension Act.
Change in Burden: + 24,151,389 hours
Statute Title and P.L.#: Taxpayer Relief Act of 1997, P.L. 105-34; Tax and Trade Relief Extension Act of 1998, P.L.105-277.

Agency: **Department of Treasury**
OMB Control No.: 1545-1618
Title: IRS Form 8863, Education Credits (HOPE and Lifetime Learning Credits).

Purpose of the Collection:	This information collection is used to compute the amounts of the allowable education, HOPE, and Lifetime Learning Credits as specified under Code section 25A, created by the Taxpayer Relief Act.
Why Increase Occurred:	This is a new collection.
Change in Burden:	+ 13,280,000 hours
Statute Title and P.L.#:	<u>Taxpayer Relief Act of 1997, P.L. 105-34; Tax and Trade Relief Extension Act of 1998, P.L.105-277.</u>
Agency:	Department of Treasury
OMB Control No.:	1545-0130
Title:	IRS Form 1120S and Schedules, U.S. Income Tax Return for an S Corporation.
Purpose of the Collection:	So-called S corporations use this form to calculate their tax liability and report their income and other tax-related information. IRS uses the information to determine the correct tax for S corporations and their shareholders.
Why Increase Occurred:	IRS added new attachments and Code references in the instructions for Form 1120S, Schedule D, and Schedule K-1 primarily due to the TRA.
Change in Burden:	+ 11,468,470 hours
Statute Title and P.L.#:	<u>Taxpayer Relief Act of 1997, P.L.105-34.</u>
Agency:	Department of Treasury
OMB Control No.:	1545-1629
Title:	IRS Form 8867, Paid Preparer's Earned Income Credit Checklist.
Purpose of the Collection:	Paid tax preparers use this collection to meet due diligence requirements associated with refunds involving the Earned Income Tax Credit (Code section 6695(g), added by the Taxpayer Relief Act of 1997).
Why Increase Occurred:	This is a new collection.
Change in Burden:	+ 9,372,661 hours.
Statute Title and P.L.#:	<u>Taxpayer Relief Act of 1997, P..L. 105-34.</u>
Agency:	Federal Acquisition Regulation System
OMB Control No.:	9000-0006
Title:	Subcontracting Plans/Subcontracting Report for Individual Contracts
Purpose of the Collection:	This information collection covers the requirement for certain prime contractors to report subcontract awards to firms under the HUBZone Program, as established in the HUBZone Act of 199. The Act seeks to increase employment opportunities, investment, and economic development in areas containing historically underutilized businesses.
Why Increase Occurred:	The burden now includes the time required to monitor and report subcontract awards.
Change in Burden:	+90,782 hours
Statute and P.L. #:	HUBZone Act of 1997, P.L. 105-135.
Agency:	Federal Communications Commission
OMB Control No.:	3060-0863
Title:	Satellite Delivery of Network Signals to Unserved Households for Purposes of the Satellite Home Viewer Act (SHVA)
Purpose of the Collection:	Tests of the strength of a television station's signal are reported on this form. The Commission uses this information to determine whether consumers are "unserved" by over-the-air network signals. The written record of test results will be made after testing and predicting the strength of a television station's signal.
Why Increase Occurred:	The Commission developed this collection in response to public petitions for rulemaking. The Commission must ensure that as many consumers as possible can receive a broadcast network signal and most also promote competition where possible among multichannel video programming distributors.

Change in Burden:	+125,000 hours
Statute Title and P.L. #:	<u>Satellite Home Viewer Act of 1994, P.L. 103-369.</u>
Agency:	Federal Emergency Management Agency
OMB Control No.:	3067-0271
Title:	Flood Mitigation Assistance – Flood Mitigation Plan
Purpose of the Collection:	FEMA uses this information to ensure that states and communities applying for assistance have a flood mitigation plan that meets FEMA requirements.
Why Increase Occurred:	FEMA published an interim final rule, 44 CFR Part 78, to implement the statutory requirements for Flood Management Plans.
Change in Burden:	+ 116,624 hours
Statute Title and P.L.#:	<u>National Flood Insurance Reform Act of 1994, P.L. 103-325.</u>
Agency:	Federal Trade Commission
OMB Control No.:	3084-0117
Title:	The Children’s Online Privacy Protection Act
Purpose of the Collection:	This information collection imposes notice requirements on website and online service operators so that parents are informed of children’s online activities, to protect the privacy and promote the safety of children in the online environment.
Why Increase Occurred:	Increase due to the new Act and implementing rule.
Change in Burden:	+18,000 hours
Statute Title and P.L.#:	<u>Omnibus Consolidated and Emergency Supplemental Appropriations Act, 1999, P.L. 105-277.</u>
Agency:	Social Security Administration
OMB Control No.:	0960-0072
Title:	Form SSA-454, Report of Continuing Disability Interview
Purpose of the Collection:	The Social Security Administration uses this information to determine individuals’ continued eligibility for Social Security and Supplemental Security Income disability payments.
Why Increase Occurred:	Congress has mandated that SSA perform more Continuing Disability Reviews (CDRs) and has provided increased funding to do so. As a result, more claimants are filing this form.
Change in Burden:	+265,088 hours
Statute Title and P.L. #:	<u>Senior Citizen's Right to Work Act of 1996, P.L. 140-121; Social Security Independence and Program Improvements Act of 1994, P.L. 103-296; Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193; Balanced Budget Act of 1997, P.L. 105-33.</u>
Agency:	Social Security Administration
OMB Control No.:	0960-0416
Title:	Form SSA-8203, Statement for Determining Continuing Eligibility for Supplemental Security Income Payments
Purpose of the Collection:	The Social Security Administration uses this information to determine whether SSI recipients have met and continue to meet all statutory and regulatory requirements for SSI eligibility and whether they have been and are still receiving the correct payment amount.
Why Increase Occurred:	Congress has mandated that SSA perform more Continuing Disability Reviews (CDRs) and has provided increased funding to do so. As a result, more claimants are filing this form.
Change in Burden:	+24,650 hours
Statute Title and P.L. #:	<u>Senior Citizen's Right to Work Act of 1996, P.L. 140-121; Social Security Independence and Program Improvements Act of 1994, P.L. 103-296; Personal</u>

Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193;
Balanced Budget Act of 1997, P.L. 105-33.

Agency: **Social Security Administration**
OMB Control No.: 0960-0511
Title: Form SSA-455, Disability Update Report
Purpose of the Collection: The Social Security Administration uses this information to determine continued eligibility for Social Security and Supplemental Security Income disability payments for those beneficiaries who have medically improved and/or returned to work and have substantial earnings.
Why Increase Occurred: Congress has mandated that SSA perform more Continuing Disability Reviews (CDRs) and has provided increased funding to do so. As a result, more claimants are filing this form.
Change in Burden: +250,000 hours
Statute Title and P.L. #: Senior Citizen's Right to Work Act of 1996, P.L. 140-121; Social Security Independence and Program Improvements Act of 1994, P.L. 103-296; Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193; Balanced Budget Act of 1997, P.L. 105-33.

Agency: **Social Security Administration**
OMB Control No.: 0960-0601
Title: Medicare Buy-In Part B Screening Guide
Purpose of the Collection: The Social Security Administrations uses this information to determine the eligibility of individuals for participation in the Medicare Part B buy-in program and to identify any obstacles to their enrollment in the program.
Why Increase Occurred: P.L. 105-277 directs the Commissioner of Social Security to expend \$6,000,000 for Federal-State partnerships to evaluate how best to promote the Medicare buy-in programs targeted to elderly and disabled individuals under titles XVIII and XIX of the Social Security Act. To implement this provision, SSA is conducting a Medicare buy-in demonstration project.
Change in Burden: + 50,168 hours
Statute Title and P.L. #: Omnibus Consolidated and Emergency Supplemental Appropriations Act of 1999, P.L. 105-277.

Other

Agency: **Department of Agriculture**
OMB Control No.: 0560-0193
Title: Small Hog Operation Payment (SHOP) Program
Purpose of the Collection: Agriculture uses this information to provide benefits to eligible hog producers who, as a result of record low pork prices, experienced an economic disaster during the last six months of 1998.
Why Increase Occurred: The Secretary of Agriculture established a new short term program for making direct payments to hog producers. This information collection was necessary to implement the new program.
Change in Burden: +40,000 hours.

Agency: **Department of Agriculture**
OMB Control No.: 0560-0185
Title: Highly Erodible Land Conservation and Wetland Conservation
Purpose of the Collection: Agriculture uses this information to verify that persons eligible to receive benefits are complying with all conservation provisions.
Why Increase Occurred: The increase is due to a reinstatement of a previously approved package.

Change in Burden: +109,477 hours.

Agency: Department of Commerce
OMB Control No.: 0607-0139, 0607-0494
Title: Census Employment Inquiry & Applicant Background Questionnaire
Purpose of the Collection: The Census Bureau uses this information collection with job applicants. Applicants for temporary (Schedule A) positions voluntarily complete Background Questionnaire at the time of application and testing. The Census Bureau uses this information to evaluate its Schedule A recruitment program and to strengthen affirmative action recruitment.

Why Increase Occurred: Current efforts to hire an enormous temporary workforce for Census 2000 have significantly increased the usage of the BC-170. The Commerce Department expects to recruit approximately 2,900,000 applicants for census jobs.

Change in Burden: + 867,639 hours.

Agency: Department of Commerce
OMB Control No.: 0607-0782
Title: Annual Capital Expenditures Survey
Purpose of the Collection: This information collection concerns data on fixed assets and depreciation, sales and receipts, and capital expenditures for new and used structures and equipment. Commerce uses this data to evaluate the quality of estimates of gross domestic product, develop monetary policy, analyze business asset depreciation, and improve estimates of capital stock for productivity analysis.

Why Increase Occurred: The Census Bureau plans to collect every five years detailed information about capital expenditures, by type of structure and type of equipment, from employer companies. The Bureau also will collect information about business expenditures from a sample of potential new (birth) single-establishment businesses.

Change in Burden: + 65,000 hours.

Agency: Department of Commerce
OMB Control No.: 0607-0809
Title: MAF & TIGER Updating Activities
Purpose of the Collection: The Census Bureau uses the Master Address File (MAF) and the Topologically Integrated Geographic Encoding and Referencing (TIGER) information collections to accurately mail and deliver Census 2000 questionnaires to households and as a sampling frame for the American Community Survey and other current demographic surveys.

Why Increase Occurred: The Census Bureau conducted additional collections under this approval in preparation for the 2000 Decennial Census.

Change in Burden: + 1,350,355 hours.

Agency:	Department of Commerce
OMB Control No.:	0607-0863
Title:	Census 2000 Accuracy and Coverage Evaluation, Independent Listing Activities
Purpose of the Collection:	This information collection is a national survey of sample block clusters within the 50 states, the District of Columbia, and Puerto Rico. The Census Bureau uses this information to measure coverage of the population in the decennial census and to produce a final estimate of the coverage for Census 2000. The Independent Listing Operation is the first step in the Accuracy and Coverage Evaluation process.
Why Increase Occurred:	This is a new collection that needed to be conducted and completed before the 2000 Census.
Change in Burden:	+ 70,513 hours.
Agency:	Department of Energy
OMB Control No.:	1905-0169
Title:	Manufacturing Energy Consumption Survey (MECS)
Purpose of the Collection:	Energy uses this information to support the National Energy Modeling System and for statistics on energy consumption in the manufacturing sector.
How Reduction Achieved:	The burden increased due to the reinstatement of a survey that is conducted every four years.
Change in Burden:	+49,447 hours.
Agency:	Department of Health and Human Services
OMB Control No.:	0910-0405
Title:	Survey of Medical Device Manufacturers for Year 2000 Compliance of Manufacturing Systems
Purpose of the Collection:	HHS used this information to ensure that medical devices were compliant for the Year 2000.
Why Increase Occurred:	This was a new collection needed to resolve concerns that medical devices might malfunction due to Y2K problems.
Change in Burden Hours:	+260,000 hours.
Agency:	Department of Health and Human Services
OMB Control No.:	0938-0766
Title:	Feedback Postcard
Purpose of the Collection:	HHS uses this voluntary collection to solicit feedback from beneficiaries on how the program and publications can be improved.
Why Increase Occurred:	This is a new collection implemented in FY 1999.
Change in Burden:	+145,834 hours.
Agency:	Department of Housing and Urban Development
OMB Control No.:	2502-0538
Title:	HUD Conditions and Appraisal Report, Fee or Roster Designation
Purpose of the Collection:	HUD uses this information to approve real estate appraisers and to issue FHA mortgage insurance. The information offers a more thorough and complete appraisal of prospective HUD-insured single family properties. This ensures that mortgages are acceptable for FHA insurance and protects the interest of HUD and taxpayers in the FHA insurance fund.
Why Increase Occurred:	HUD needed a more thorough and complete appraisal of prospective HUD-insured single-family properties to protect the interest of taxpayers in the FHA insurance fund. In modifying this collection, HUD improved the form design to yield more consistent data and consolidated similar collections (2502-0122) to meeting industry standards.
Change in Burden:	+ 470,000 hours.

Agency: Department of Labor
OMB Control No.: 1218-0242
Title: Powered Industrial Truck Operator Training
Purpose of the Collection: Truck operators are required to record the results of any training and evaluations they receive. Labor uses the information to ensure operators are qualified.
Why Increase Occurred: The increase in burden was a result of a final rule on Powered Industrial Truck Operator Training
Change in Burden: +759,571 hours.

Agency: Department of Labor
OMB Control No.: 1210-0053
Title: ERISA Claims Procedure
Purpose of the Collection: Labor uses this collection to provide compliance guidance to plan administrators on how to follow the claims procedure and to claimants on how to claim their benefits and appeal claims that are denied.
Why Increase Occurred: Labor made no change in the collection itself but improved its method of measuring the burden of the collection, yielding a significant net increase.
Change in Burden: +504,000 hours.

Agency: Department of Labor
OMB Control No.: 1205-0399
Title: Welfare-to-Work Competitive Grants: Solicitation for Grant Applications, Final Round
Purpose of the Collection: Private entities use this collection to apply for Welfare-to-Work grants, as established by the Balanced Budget Act of 1997. These grants are intended to help achieve welfare reform goals under the Personal Responsibility and Work Reconciliation Act of 1996.
Why Increase Occurred: Because more funds are available through the competitive grant portion of the Welfare-to-Work program, more applicants will apply.
Change in Burden: +20,000 hours.

Agency: Department of Labor
OMB Control No.: 1218-0241
Title: Steel Erection - Subpart R, 29 CFR Part 1926.750 through 1926.761 (Proposed Rule)
Purpose of the Collection: Labor uses this information to ensure that employers are complying with safety requirements to protect employees from hazards associated with steel erection.
Why Increase Occurred: OSHA took the burden for the collections of information contained in the Steel Erection NPRM because the agency anticipated completing the rulemaking prior to the ICR expiration date. As a result, when the Final Rule is published, the collection will already have OMB approval. Further, after the public rulemaking process, if there are no changes to the collection, OSHA will not have to submit a final ICR.
Change in Burden: +79,228 hours.

Agency: Department of Labor
OMB Control No.: 1219-0070
Title: Certificate of Training, Final Rule
Purpose of the Collection: This collection implements additional training requirements for experienced miners. It certifies that miners have been trained in four additional subjects.
Why Increase Occurred: As the result of the approved final rule, Experienced Miner and Supervisor Training, MSHA sought approval for new information requirements and modified the training requirements for experienced miners. Among the changes is the requirement that miners, before they return to work after an absence of 12 months or less, receive training on the significant changes in the mine environment that are not immediately

	obvious and that could affect the miners' safety or health.
Change in Burden:	+16,289 hours.
Agency:	Department of Labor
OMB Control No.:	1219-0127
Title:	Records of All Certified and Qualified Persons and Man Hoist Operators Physical Fitness
Purpose of the Collection:	Employers file this information to identify which employees are certified and qualified as hoisting engineers. Labor uses the information to verify that employers have a program to train and re-train both certified and qualified hoist operators.
Why Increase Occurred:	The original package (1219-0049) entitled "Record of Certified and Qualified Persons," included sections 75.159 and 77.106. In July 1996, MSHA added additional standards to include sections 75.155, 75.161, 77.105, 77.107, and 77.107-1. MSHA separated the coal and metal/nonmetal portions of the provisions set forth in 1219-0049 and identified several standards not previously approved during the resubmission process.
Change in Burden:	+23,021 hours.
Agency:	Department of Transportation
OMB Control Nos.:	2105-0537, 2105-0538
Title:	Disclosure of Code-Sharing Arrangements and Long-Term Wet Leases; Disclosure of Change of Gauge Services
Purpose of the Collections:	This collection requires travel agents and airline ticket agents to inform prospective travelers of en route aircraft changes, so that the consumer can make an informed purchase.
Why Increase Occurred:	This regulatory initiative created new disclosure requirements.
Change in Burden:	+849,988 hours (Code Sharing); +308,861hours (Change-of-Gauge).
Agency:	Department of Transportation
OMB Control No.:	2130-0544
Title:	Passenger Equipment Safety Standards
Purpose of the Collection:	DOT will use this collection to support equipment inspections to enhance rail safety.
Why Increase Occurred:	The burden increase results from stricter safety requirements in the final rulemaking.
Change in Burden:	+62,673 hours.
Agency:	Department of Transportation
OMB Control No.:	2137-0595
Title:	Cargo Tank Motor Vehicles in Liquefied Compressed Gas Service
Purpose of the Collection:	This information collection ensures that certain cargo tank motor vehicles used to transport liquefied compressed gases are operated safely and minimizes the potential for catastrophic releases during unloading and loading operations.
Why Increase Occurred:	The burden increase resulted from a revision of regulations governing transport and unloading of liquefied compressed gases.
Change in Burden:	+192,315 hours.
Agency:	Department of Treasury
OMB Control No.:	1545-0675
Title:	IRS Form 1040EZ, Income Tax Return for Single and Joint Filers With No Dependents.
Purpose of the Collection:	Individuals who are single or married with no dependents and filing a joint return use this form to taxable income and to compute their correct tax liability.
Why Increase Occurred:	The IRS corrected the number of references to the Internal Revenue Code and the number of line items on the form, both used in calculating the overall hours required.

Change in Burden: The IRS also adjusted the hour estimates based on a better counting of responses.
+ 5,166,946 hours.

Agency: **Department of the Treasury**
OMB Control No.: 1545-1110
Title: Form 940-EZ Employer's Annual Federal Unemployment (FUTA) Tax Return.
Purpose of the Collection: This collection simplifies Form 940, uses by employers with uncomplicated tax situations to pay their FUTA tax.
Why Increase Occurred: The IRS corrected the number of references to the Internal Revenue Code, which changed the estimate of the amount of time needed to understand and prepare the form. The IRS also adjusted the hour estimates based on a better counting of responses.

Change in Burden: + 2,228,505 hours.

Agency: **Department of Treasury**
OMB Control No.: 1545-1621
Title: IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, IRS Form W-8ECI, Certificate of Foreign Person's Claim for Exemption from Withholding on Income Effectively Connected with the Conduct of a Trade or Business in the United States, IRS Form W-8EXP, Certificate of United States Tax Withholding for Foreign Governments and Other Foreign Organizations, and IRS Form W-8IMY, Certificate of Foreign Intermediary, Foreign Partnership, and Certain U.S. Branches for United States Tax Withholding .

Purpose of the Collection: The IRS issues these collections, in part to increase compliance with withholding requirements. The IRS has changed the manner in which foreign persons (individuals, businesses, and other for-profit organizations, partnerships, and tax-exempt organizations) must submit certifications to a withholding agent for reduction of, or exemption from, U.S. tax withholding.

Why Increase Occurred: These are new collections.

Change in Burden: + 36,114,302 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0262
Title: Section 90.179 Shared use of radio stations.
Purpose of the Collection: The Commission uses this information to identify users of a shared land mobile radio station and to investigate reported interference.

Why Increase Occurred: As a result of an amendment to 47 CFR Part 90 in WT Docket No. 96-86, a program change increased the number of respondents (from 1,650 to 41,000) required to keep a written sharing agreement as part of their radio station license.

Change in Burden: +29,512 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0795
Title: FCC Form 606, ULS TIN Registration
Purpose of the Collection: The Commission uses this collection to collect the Taxpayer Identification Number of licensee/antenna structure owners. The information populates the Universal Licensing System, which the Commission uses to track licenses.

Why Increase Occurred: The form was revised to add respondents for Antenna Structure Registration due to its conversion to the Uniform Licensing System.

Change in Burden: +18,000 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0800

Title:	FCC Form 603, FCC Wireless Telecommunications Bureau Application for Assignments of Authorization and Transfers of Control
Purpose of the Collection:	The Commission uses this information to identify participants in a proposed assignment or transfer, establish the parties' basic eligibility and qualifications, classify the filing, and determine the nature of the proposed service. This form is submitted by all Wireless applicants whose radio services have been converted to the Uniform Licensing System.
Why Increase Occurred:	The Commission revised the collection to accommodate use by all Wireless Services (an increase in respondents). The Commission also combined Collection 3060-0797 (FCC Form 604) with this collection in order to reduce burden. The changes yield a net hour increase for this collection.
Change in Burden:	+35,171 hours.
Agency:	Federal Communications Commission
OMB Control No.:	3060-0850
Title:	FCC Form 605, Quick-Form Application for Authorization in the Ship, Aircraft, Amateur, Restricted and Commercial Operator, and General Mobile Radio Services
Purpose of the Collection:	Entities use this collection to apply for authorization to operate radio stations and perform other miscellaneous activities in Ship, Aircraft, Amateur, Restricted and Commercial Radio Operator, and General Mobile radio services. The information collected is part of the Universal Licensing System.
Why Increase Occurred:	When the Commission fully implements its Universal Licensing system, this new collection will replace approximately 13 others.
Change in Burden:	+74,800 hours.
Agency:	Federal Deposit Insurance Commission
OMB Control No.:	3064-0132
Title:	Asset and Liability Back-Up Program
Purpose of the Collection:	The FDIC used this information to ensure that FDIC-insured depository institutions that were behind on their Y2K readiness efforts had created asset and liability backups (ALBP's) of deposit and loan account information .
Why Increase Occurred:	This was a one-time collection in 1999 for Y2K and has been discontinued.
Change in Burden:	+26, 945 hours.
Agency:	Federal Energy Regulatory Commission
OMB Control No.:	1902-0174
Title:	Standards for Business Practices for Interstate Natural Gas Pipelines, FERC-549C
Purpose of the Collection:	This collection helps standardize aspects of pipelines' business practices so that buyers of natural gas can buy and transport gas more easily and efficiently from all potential sources of supply.
How Reduction Achieved:	The FERC issued regulations adopting version 1.3 of the consensus industry standards developed by GISB, which updates and improves the standards. The primary changes made affected confirmation practices, further standardization of the information the pipelines provide on their web sites, and modifications of the data required.
Change in Burden:	+242,730 hours.
Agency:	Nuclear Regulatory Commission
OMB Control No.:	3150-0003
Title:	NRC Forms 741 and 741A, Nuclear Material Transaction Report, Continuation Sheet and Instructions
Purpose of the Collection:	NRC and the Department of Energy jointly use these forms to collect information

regarding each International Atomic Energy Agency (IAEA) material balance area. The agencies use the information to ensure accountability for nuclear material and to track all changes in the inventory of nuclear material.

Why Increase Occurred: A rulemaking moved two extremely large users from DOE to NRC control. This shifted some reporting hours from DOE to NRC.

Change in Burden: +12,375 hours.

Agency: **Nuclear Regulatory Commission**

OMB Control No.: 3150-0014

Title: 10 CFR 20, Standards for Protection against Radiation

Purpose of the Collection: This information collection requires reactor and materials licensees who possess byproduct, source, or special nuclear material to submit and maintain certain radiation exposure records, maintain a radiation protection program, and perform audits of the program. The requirements ensure that occupationally exposed individuals and members of the public are adequately protected from the potential hazards of exposure to radiation or radioactive materials.

Why Increase Occurred: Implementation of two final rules, "Radiation Criteria for License Termination" and "Low-Level Shipment Manifest Information and Reporting" increased the burden hours.

Change in Burden: +24,427 hours.

Agency: **Nuclear Regulatory Commission**

OMB Control No.: 3150-0011

Title: 10 CFR 50, Domestic Licensing of Production and Utilization Facilities (Rule change: 10 CFR 50.55a, Revision to Codes and Standards)

Purpose of the Collection: This information collection endorses the American Society of Mechanical Engineers (ASME) industry Boiler and Pressure Vessel (BPV) codes for design, construction, inspection, and testing of nuclear power reactors.

Why Increase Occurred: The revised rule endorses updated editions of the Code and adds the ASME Operation and Maintenance (OM) code for in-service testing of pumps and valves to ensure that proper documentation is maintained and construction procedures have been properly implemented.

Change in Burden: +48,097 hours.

Agency: **Securities and Exchange Commission**

OMB Control No.: 3235-0060

Title: Form 8-K

Purpose of the Collection: The information gathered on Form 8-K provides investors a current picture of various types of corporate events that affect publicly traded securities. investment decisions.

Why Increase Occurred: Proposed changes to the regulatory structure for Securities Act offerings would require domestic reporting companies to report selected financial data on Form 8-K.

Change in Burden: +207,340 hours.

Agency: **Securities and Exchange Commission**

OMB Control No.: 3235-0070

Title: Form 10-Q

Purpose of the Collection: Companies subject to Exchange Act reporting requirements file this quarterly report.

Why Increase Occurred: Proposed changes to the regulatory structure for Securities Act offerings would require companies to make and update risk factors disclosure.

Change in Burden: +26,400 hours.

Agency: **Securities and Exchange Commission**

OMB Control No.: 3235-0224

Title:	Rule 17j-1 Under The Investment Company Act Of 1940, Personal Investment Activities Of Investment Company Personnel And Codes Of Ethics Of Investment Companies And Their Investment Advisers And Principal Underwriters
Purpose of the Collection:	The Commission uses this collection to prohibit “insider-trading” activities.
Why Increase Occurred:	The hours increase results from program changes (under amended rule 17j-1) that added requirements for an annual securities holdings report and pre-approval of certain types of transactions.
Change in Burden:	+58,962 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0416
Title:	Form 10-QSB
Purpose of the Collection:	Small business issuers subject to Exchange Act reporting requirements file this quarterly report.
Why Increase Occurred:	Proposed changes to the regulatory structure for Securities Act offerings would require small business issuers to make and update risk factors disclosure.
Change in Burden:	+10,671 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0516, 3235-0519, 3235-0520
Title:	Form A – Issuers Registering Offerings Of Securities That Are Not Eligible To Use Other Forms; Form B – Securities Registration; Form C – Securities Registration.
Purpose of the Collection:	Organizations provide this information when they want to register with the SEC under the Securities Act.
Why Increase Occurred:	Under SEC’s proposals to modernize and clarify the regulatory structure for Securities Act offerings, SEC would create a three-tiered registration system consisting of new Forms A, B and C. If the rule is finalized, these forms would replace existing Forms S-1 (3235-0065), S-2 (3235-0072), S-3 (3235-0073), S-4 (3235-0324), S-11 (3235-0067), F-1 (3235-0258), F-2 (3235-0257), F-3 (3235-0256) and F-4 (3235-0325).
Change in Burden:	+1,866,681 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0517
Title:	Proposed Form SB-3
Purpose of the Collection:	Small business issues provide this information to register securities under the Securities Act.
Why Increase Occurred:	Proposed changes to the regulatory structure for Securities Act offerings would require small business issuers to register business combinations and exchange offers on proposed Form SB-3.
Change in Burden:	+110,320 hours.

Expected FY 2000 Reductions

Streamlining Regulations

- Agency:** Department of Agriculture
OMB Control No.: 0583-0089
Title: Processing Procedures and Quality Control Systems
Purpose of the Collection: This information collection supports reporting and recordkeeping requirements of meat and poultry processing establishments related to food processing procedures and quality control systems.
How Reduction Achieved: Agriculture is finalizing a rule that will substantially reduce reporting requirements by eliminating specific guidelines on how establishments must design their quality control programs.
Change in Burden: -624,465 hours.
- Agency:** Department of Agriculture
OMB Control No.: 0583-0109
Title: Performance Standards for the Production of Certain Meat and Poultry Products
Purpose of the Collection: Food processing establishments provide this information to obtain approval to process certain meat and poultry products.
How Reduction Achieved: As Agriculture phases in its Hazard Analysis and Critical Control Point (HACCP) System, this collection will become redundant. FSIS regulations require full implementation of HACCP by January 25, 2000. Accordingly, at that time FSIS will eliminate information collection 0583-0109 from its active inventory.
Change in Burden: -24,166 hours.
- Agency:** Department of Agriculture
OMB Control No.: 0584-0074
Title: Integrated Quality Control Worksheet
Purpose of the Collection: This information collection supports State Agency quality control reviewers in analyzing Food Stamp recipient case files, planning and carrying out field investigations, and gathering, comparing, analyzing, and evaluating the review data.
How Reduction Achieved: FNS will initiate a regulatory change to reduce the number of Quality Control reviews, thereby decreasing the reporting and recordkeeping burden.
Change in Burden: -54,105 hours.
- Agency:** Department of Commerce
OMB Control No.: 0651-0031
Title: Patent Processing (Updating)
Purpose of the Collection: The Patent and Trademark Office and patent applicants use this form to provide or obtain supplemental information during the patent review process.
How Reduction Achieved: PTO is proposing to amend the rules of practice in patent cases to streamline application processing and examination procedures, simplify the requirements of the rules, and eliminate unnecessary rules or portions of the rules as part of a government-wide effort to reduce the regulatory burden on the public.
Change in Burden: - 11,340 hours.
- Agency:** Department of Energy
OMB Control No.: 1910-0400
Title: Financial Assistance
Purpose of the Collection: This information collection provides management control and oversight of financial assistance recipients.

How Reduction Achieved: Energy eliminated the regulatory reporting requirements in 10 CFR 600 and applied information technology to reduce the time required for respondents to complete the questionnaire.

Change in Burden: -93,303 hours.

Agency: **Department of Energy**

OMB Control No.: 1910-4100

Title: Procurement

Purpose of the Collection: This information collection provides management control and oversight of procurement resources and requirements.

How Reduction Achieved: As a result of the streamlining of Department of Energy Acquisition Regulation (DEAR), Energy has consolidated and/or eliminated several collections.

Change in Burden: -119,700 hours.

Agency: **Department of the Interior**

OMB Control No.: 1076-0136

Title: Indian Self-Determination and Education Assistance Act Programs

Purpose of the Collection: Tribes use this information to monitor federal programs affecting the tribe through contracting.

How Reduction Achieved: Under new regulations, tribes can contract several programs under one contract, reducing information needs.

Change in Burden: -60,470 hours.

Agency: **Department of Labor**

OMB Control No.: 1215-0013

Title: Applications to Employ Homeworkers, Piece Rate Measurements, Homeworker Handbooks

Purpose of the Collection: Labor uses this information to verify that employees are paid in accordance with the Fair Labor Standards Act.

How Reduction Achieved: Through rulemaking, the Department of Labor intends to reduce reporting and recordkeeping burdens on employers and employees in unrestricted industries using homeworkers.

Change in Burden: - 26,840 hours.

Agency: **Department of Transportation**

OMB Control No.: 2115-0613

Title: Recordkeeping of Refuse Discharge from Ships

Purpose of the Collection: These records verify that vessels are complying with discharge and disposal requirements for ship-generated waste.

How Reduction Achieved: A change in regulations reduced the number of respondents.

Change in Burden: -463,348 hours.

Agency: **Department of Treasury**

OMB Control No.: 1510-0056

Title: Automated Clearinghouse (ACH) Vendor/Miscellaneous Payment Enrollment Form (SF 3881)

Purpose of the Collection: Federal program agencies use this information to process payments to vendors.

How Reduction Achieved: The Federal Acquisition Regulation (48 CFR Parts 12, 16, 32, and 52) includes an electronic funds transfer (EFT) clause. As this clause is built into contracts, less EFT enrollment information will be collected on the SF 3881.

Change in Burden: - 12,500 hours.

Agency: Federal Communications Commission
OMB Control No.: 3060-0370
Title: Part 32 - Uniform System of Accounts for Telecommunications Companies.
Purpose of the Collection: Telecommunications companies use this form to report the results of operational and financial events so that both management and regulators can assess these results within a specified accounting period.
How Reduction Achieved: The FCC plans to reevaluate its existing accounting and reporting requirements to determine whether they should be modified or eliminated as changes occur in the industry. The Commission sought comment on its proposals to reduce or further streamline its recordkeeping requirements for common carriers, audit requirements for the large incumbent LECs, and filing requirements of accounting record charges on the part of affected common carriers.
Change in Burden: -118,188 hours.

Agency: Federal Communications Commission
OMB Control No.: 3060-0869
Title: Review of the Commission's Broadcast and Cable EEO Rules and Policies and Termination of the EEO Streamlining Proceeding
Purpose of the Collection: The FCC uses this collection to solicit comments on its proposals for broadcast EEO requirements dealing with anti-discriminatory hiring and outreach provisions.
How Reduction Achieved: The burden associated with this proceeding represents various information collections currently in use. Upon Commission action in this proceeding, the burden will be distributed to the appropriate individual collections, and this collection will be removed from the OMB inventory.
Change in Burden: -953,389 hours.

Agency: Federal Communications Commission
OMB Control No.: 3060-0690
Title: Rules regarding the 37.0-38.6 and 38.6-40.0 GHz bands.
Purpose of the Collection: The Commission uses this information to ensure there exists an adequate point-to-point microwave spectrum, which will facilitate the development of the communications infrastructure for commercial and private mobile radio operation and competitive wireless local telephone service, as mandated by the amendments of the FCC's Rules regarding the 37.0-38.6 GHz and 38.6-40.0 GHz bands in ET Docket No. 95-183.
How Reduction Achieved: The Commission amended its rules to permit licensing in the 39 GHz band by Economic Areas (EAS), rather than Basic Trading Areas (BTAs). This change reduces the number of responses.
Change in Burden: -134,693 hours.

Agency: Federal Communications Commission
OMB Control No.: 3060-0003
Title: FCC Form 610, Application for Amateur Radio Station and/or Operator License
Purpose of the Collection: Entities seeking a new or modified Amateur Radio Service authorization apply to the Commission using this form.
How Reduction Achieved: The Amateur Radio Service was converted to the Uniform Licensing System (ULS) on August 16, 1999. Form 610 becomes obsolete six months after conversion to ULS. Applicants filing in ULS will use FCC Form 605.
Change in Burden: -26,070 hours.

Agency: Federal Communications Commission
OMB Control No.: 3060-0068
Title: FCC Form 702, Application for Consent to Assignment of Radio Station Construction

Purpose of the Collection: Authorization or License for Stations in Services Other Than Broadcast
This information collection is used when applying for consent to assignment of radio facilities governed by 47 CFR Parts 21, 23,25 or 101.

How Reduction Achieved: Wireless applicants' use of the form will end on February 28, 1999, at which time the collection will be modified and turned over to Mass Media Bureau for their use. Wireless applicants filing under the Uniform Licensing System will use FCC Form 603.

Change in Burden: -13,220 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0105
Title: FCC Form 430, Licensee Qualification Report
Purpose of the Collection: FCC uses this information to evaluate an applicant's legal qualifications to become or remain licensed. Form 430 is submitted by certain new applicants and by existing common carrier radio satellite licensees and permittees annually if substantial changes occur in organizational structure.

How Reduction Achieved: Wireless applicants use' of the form will end on February 28, 1999, at which time the collection will be modified and turned over to Mass Media Bureau for their use.

Change in Burden: -14,311 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0635
Title: FCC Form 610-V, Amateur Vanity Call Sign Request
Purpose of the Collection: Amateur radio services use this form to apply for a vanity call sign, instead of systematically assigned call sign.

How Reduction Achieved: Amateur Radio Service was converted to the Uniform Licensing System on August 16, 1999. Form 610-V becomes obsolete six months after conversion to ULS. Applicants filing in ULS will use FCC Form 605.

Change in Burden: -26,400 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0747
Title: FCC Form 415/415T, Application for Station Authorization in the Microwave Services
Purpose of the Collection: The Commission uses this information to issue or amend applications for operating radio stations in Parts 101 and 74. FCC Form 415T is a self-certifying temporary authorization that the applicant retains while the FCC processes the full Form 415.

How Reduction Achieved: The Microwave Services were converted to the Uniform Licensing System on August 30, 1999. Form 415/415T becomes obsolete six months after conversion to ULS. Applicants filing in ULS will use FCC Form 601.

Change in Burden: -140,000 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0060
Title: Gas Pipeline Certificates: Construction, Acquisition and Abandonment, FERC-537, RM98-17 Final Rule
Purpose of the Collection: FERC uses this information to evaluate the feasibility of jurisdictional natural gas pipeline proposals that involve acquisition, construction and/or operation of natural gas facilities.

How Reduction Achieved: Final Rule RM98-17, Order No. 609 amended certain aspects of FERC's regulations to provide pipelines with greater flexibility and to further expedite the certificate process. The revisions expanded the list of activities categorically excluded from the need for an environmental assessment in Section 380.4 of FERC's regulations and

expanded the types of events that allow pipelines to rearrange facilities under their blanket construction certificates.

Change in Burden: -12,600 hours.

Agency: **Federal Trade Commission**

OMB Control No.: 3084-0100

Title: Rules and Regulations Under the Wool Products Labeling Act of 1939

Purpose of the Collection: Manufacturers or other sellers of wearing apparel containing wool fiber are required to maintain certain records and disclosures. Content and country of origin disclosures enable potential purchasers, both consumers and businesses, to make informed buying decisions in the marketplace.

How Reduction Achieved: FTC streamlined the rules' disclosure requirements by, for example, eliminating unnecessary wording on labels.

Change in Burden: - 482,000 hours.

Agency: **Federal Trade Commission**

OMB Control No.: 3084-0101

Title: Rules and Regulations Under the Textile Fiber Products Identification Act of 1939

Purpose of the Collection: Manufacturers or other sellers of textile fiber products are required to maintain certain records and disclosures. Content and country of origin disclosures enable potential purchasers, both consumers and businesses, to make informed buying decisions in the marketplace.

How Reduction Achieved: FTC streamlined the Rules' disclosure requirements by, for example, eliminating unnecessary wording on labels.

Change in Burden: -6,000,000 hours.

Agency: **Nuclear Regulatory Commission**

OMB Control No.: 3150-0146

Title: 10 CFR 26, Fitness-for-Duty Programs

Purpose of the Collection: This information collection requires power reactor licensees, and licensees authorized to possess, use, or transport formula quantities of strategic special nuclear material, to implement fitness-for-duty (FFD) programs to ensure that personnel are not under the influence of any substance or mentally or physically impaired. Licensees must maintain certain records associated with these programs and must report on program performance and certain significant events.

How Reduction Achieved: The proposed revision would reduce the submission of program performance reports from every six months to annually, delete the requirement to maintain a permanent record book, reduce the number of records relating to suitable inquiries, and permit prompt destruction of forms with negative test results.

Change in Burden: -11,700 hours.

Eliminating Redundancy

Agency: **Department of Education**

OMB Control No.: 1880-0538

Title: Multiple Year Budget Form for Discretionary Grants

Purpose of the Collection: Discretionary grant recipients provide this information for continuation of the grants.

How Reduction Achieved: A new process enables a single budget negotiation process for multi-year grants, reducing paperwork.

Change in Burden: -223,160 hours.

Agency: **Department of Energy**

OMB Control No.:	1910-0300
Title:	Environment, Safety and Health
Purpose of the Collection:	DOE and DOE-contractors use this collection to provide management control and oversight over programs to protect DOE workers from radiation exposure.
How Reduction Achieved:	DOE consolidated reporting requirements for radiation exposures in the Occupational Radiation Protection Program and eliminated several collections that no longer served management purposes.
Change in Burden:	-368,000 hours.
Agency:	Department of Energy
OMB Control No.:	1910-1600
Title:	Real Property
Purpose of the Collection:	DOE and DOE-contractors use this information to provide management control and oversight over DOE facilities and related resources.
How Reduction Achieved:	Implementation of the Department's Life Cycle Asset Management Order streamlined reporting requirements and eliminated the need for several collections in this package.
Change in Burden:	-82,700 hours.
Agency:	Department of Health and Human Services
OMB Control No.:	0925-0001
Title:	Research and Research Training Grant Applications and Related Forms
Purpose of the Collection:	Applicants for Federal assistance research programs under the Public Health Service Agencies submit this collection.
How Reduction Achieved:	HHS modified application procedures and eliminated unnecessary information.
Change in Burden:	-286,975 hours.
Agency:	Department of Transportation
OMB Control No.:	2125-0028
Title:	Highway Performance Monitoring System (HPMS)
Purpose of the Collection:	As mandated by Congress, DOT uses this information to monitor the condition, performance, and use of the Nation's highway system and to estimate future highway needs on a biennial basis.
How Reduction Achieved:	DOT re-assessed the HPMS in 1998 and, as a result, streamlined the data required from the States by approximately 20 percent.
Change in Burden:	-18,720 hours.
Agency:	Department of Transportation
OMB Control No.:	2126-0007
Title:	Qualification Certificate
Purpose of the Collection:	Motor carriers provide this information to demonstrate that driver with a regularly employed motor carrier certification is fully qualified to operate CMVs in interstate commerce.
How Reduction Achieved:	DOT will consolidate the information with the collection related to Driver Qualification, 2126-0065. This action is being done for administrative efficiency.
Change in Burden:	-27,500 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0102
Title:	Schedule 14D-1
Purpose of the Collection:	This information collection is filed by a person other than the issuer when making a tender offer for a class of equity securities that would result in that person owning more than 5% of that class.
How Reduction Achieved:	Schedule TO replaced Schedules 13E-4 and 14D-1 by harmonizing and clarifying that

latter schedules' requirements. The creation of Form TO allows issuers to file one schedule instead of two to satisfy the tender offer and going private disclosure requirements when both apply to the same transaction.

Change in Burden: -22,744 hours.

Agency: **Securities and Exchange Commission**

OMB Control No.: 3235-0203

Title: Schedule 13E-4

Purpose of the Collection: Issues subject to Exchange Act reporting provide this information when making a tender offer for a class of issuers' equity securities.

How Reduction Achieved: Schedule TO replaced Schedules 13E-4 and 14D-1 by harmonizing and clarifying that latter schedules' requirements. The creation of Form TO allows issuers to file one schedule instead of two to satisfy the tender offer and going private disclosure requirements when both apply to the same transaction.

Change in Burden: -28,072 hours.

Simplifying Forms

Agency: **Department of Agriculture**

OMB Control No.: 0572-0031

Title: RUS Form 479, Financial and Statistical Report for Telephone Borrowers

Purpose of the Collection: Agriculture needs financial information to ensure the maintenance of the security for the Government's loans, and statistical data to ensure the provision of quality telephone service as mandated by the Rural Electrification Act of 1936, as amended (RE Act).

How Reduction Achieved: During FY 2000, Agriculture plans to reinstate information collection 0572-0031. At that point, it will eliminate approximately 50 percent of the fields as unnecessary.

Change in Burden: 4,450 hours.

Agency: **Department of Commerce**

OMB Control No.: 0607-0782

Title: Annual Capital Expenditures Survey

Purpose of the Collection: This collection gathers data on fixed assets and depreciation, sales and receipts, and capital expenditures for new and used structures and equipment.

How Reduction Achieved: The Census Bureau will begin collecting this information once every five years, instead of annually.

Change in Burden: -40,000 hours.

Agency: **Department of the Interior**

OMB Control No.: 1076-0101

Title: Higher Education Grant Program

Purpose of the Collection: Interior uses this information to determine applicant eligibility for grants in post secondary institutions.

How Reduction Achieved: The Bureau of Indian Affairs' review of this program resulted in a major reduction of information required from individual Indian applicants.

Change in Burden: -91,712 hours.

Agency: **Department of Labor**

OMB Control Nos.: 1210-0016; 1210-0110

Title: Form 5500 -- Annual Report/Return of Employee Benefit Plan

Purpose of the Collection: This information collection is used by administrators of pension and welfare benefit plans, as well as employers sponsoring fringe benefit plans and other plans of deferred

compensation, in order to comply with Title I of ERISA, Title IV of ERISA, and the Internal Revenue Code of 1986. This information serves as a disclosure document for plan participants, as well as the principal source of information and data available to the Department of Labor, Internal Revenue Service (IRS), and Pension Benefit Guaranty Corporation (PBGC) in their enforcement, research, and policy formulation programs.

How Reduction Achieved: The Department, IRS, and PBGC jointly have conducted an extensive review of the form and instructions to streamline and simplify the form, eliminate unnecessary elements, and clarify elements known to generate confusion or errors.

Change in Burden: - 313,850 hours.

Agency: **Department of Transportation**

OMB Control No.: 2126-0006

Title: Medical Qualifications Requirement

Purpose of the Collection: Medical examiners complete this form to document that drivers are eligible to operate Commercial Motor Vehicles (CMVs). DOT uses this information to ensure that only physically qualified CMV drivers operate in interstate commerce.

How Reduction Achieved: The Federal Motor Carrier Safety Administration intends to publish a final rule in 2000 that will update and simplify the current medical examination form.

Change in Burden: -46,605 hours.

Agency: **Federal Communications Commission**

OMB Control No.: 3060-0829

Title: Streamlining of Mass Media Applications, Rules and Processing

Purpose of the Collection: The Commission is using this collection to overhaul and streamline the broadcast licensing process, as initiated by the NPRM on April 2, 1998.

How Reduction Achieved: The Commission has completed its rulemaking and the hours burden will be distributed to the appropriate individual collections. This collection will be removed from the OMB inventory once those other collections have been approved.

Change in Burden: -174,082 hours.

Agency: **Securities and Exchange Commission**

OMB Control Nos.: 3235-0065; 3235-0072; 3235-0073; 3235-0324; 3235-0067; 3235-0258; 3235-0256; 3235-0325

Title: Form S-1 Registration Statement; Form S-2 Registration Statement; Form S-3 Registration Statement; Forms S-4 Registration Statement; Form S-11 Real Estate Entities Registration Statement; Form F-1 Securities Registration For Foreign Private Issuers; Form F-3 Securities Act Registration For Foreign Private Issuers; Form F-4 Registration Statement For Foreign Private Issuers.

Purpose of the Collection: These information collections are used to register securities under the Securities Act.

How Reduction Achieved: Under SEC's proposals to modernize and clarify the regulatory structure for the Securities Act offerings, SEC will create a three-tiered registration system consisting of new Forms A, B, and C (OMB Control Nos. 3235-0516, 3235-0519, and 3235 0520). These new forms would replace all of these existing forms.

Change in Burden: -12,608,361 hours.

Agency: **Social Security Administration**

OMB Control No.: 0960-0555

Title: Generic Clearance of Disability Determination Services

Purpose of the Collection: States use this collection in disability determinations. The information helps assess functionality symptoms. Authority to collect this information is contained in sections 223(d)(5)(A) and 1631(e)(1) of the Social Security Act.

How Reduction Achieved: SSA plans to discontinue the use of these two forms because the Agency has

developed Federal forms for these purposes. The forms SSA-3373, SSA-3380 and SSA-3370 incorporate and standardize information from these collections. (See entries below for forms SSA-3370, SSA-3373 and SSA-3380.)

Change in Burden: -816,000 hours.

Agency: **Social Security Administration**
OMB Control No.: 0960-0108
Title: Form SSA-3945, Report of Work Activity – Continuing Disability
Purpose of the Collection: SSA Program Service Centers use this collection to contact beneficiaries to determine whether they have worked or been employed after becoming disabled and, if so, whether that work constituted substantial gainful activity.
How Reduction Achieved: SSA plans to eliminate SSA-3945 by consolidating it with SSA-821 (0960-0059.) Form SSA-821 gathers information on the work and earnings of both Social Security and SSI disability applicants. SSA uses the data to determine initial and continued eligibility for disability benefits. The revised form SSA-821 will be easier for the public to understand, thereby eliminating the need for follow-up conversations and improving customer service.
Change in Burden: -105,000 hours.

Using Information Technology

Agency: **Department of Agriculture**
OMB Control No.: 0584-0002
Title: Report of School Program Operations
Purpose of the Collection: This information collection supports the administration of the National School Lunch Program, the School Breakfast Program, and the Special Milk Program. Agriculture uses the information to monitor the proper use of Food and Nutrition Service (FNS) program funds.
How Reduction Achieved: As FNS changes the policies and procedures related to monthly reporting of School Program Operations, state agencies will be able to submit information electronically, thereby reducing filing time.
Change in Burden: 14,880 hours.

Agency: **Department of Agriculture**
OMB Control No.: 0584-0053
Title: Coupon Account and Destruction Report
Purpose of the Collection: FNS uses this collection to reconcile food stamp coupons received as payment on recipient claims, mutilated or improperly manufactured, old series coupons for exchange, and coupons returned for miscellaneous reasons.
How Reduction Achieved: As FNS continues work toward full implementation of Electronic Benefits Transfer (EBT), there will be fewer food coupons to reconcile and fewer bulk storage points, issuance points and certification offices.
Change in Burden: 28,204 hours.

Agency: **Department of Agriculture**
OMB Control No.: 0575-NEW
Title: Rural Rental Housing Program - Proposed Regulation (7 CFR part 3560)
Purpose of the Collection: Agriculture uses this information to administer the Rural Rental Housing Program, verify compliance with the associated regulations, and protect the integrity of Federal funds used.
How Reduction Achieved: Agriculture is implementing automated systems that will allow property managers to submit required tenant information electronically, reducing reporting time. The effort

	also will eliminate five forms currently in use.
Change in Burden:	- 540,858 hours.
Agency:	Department of Commerce
OMB Control No.:	0607-0152
Title:	Shippers Export Declarations Program
Purpose of the Collection:	This information collection forms the basis of the official U.S. export statistics compiled by the Bureau of the Census. The official export statistics provide a basic component for the compilation of the U.S. position on merchandise trade, and are a leading economic indicator.
How Reduction Achieved:	The Department of Commerce anticipates further reductions in this collection through continued efforts to market this new system to exporters.
Change in Burden:	-47,000 hours.
Agency:	Department of Education
OMB Control No.:	1850-0582
Title:	Integrated Postsecondary Education Data System (IPEDS)
Purpose of the Collection:	Education collects this information from approximately 10,000 to monitor higher education.
How Reduction Achieved:	Education revised and consolidated the forms and developed a Web-based data collection system.
Change in Burden:	-63,356 hours.
Agency:	Department of Housing and Urban Development
OMB Control No.:	2577-0226
Title:	Public Housing Agency (PHA) Plan
Purpose of the Collection:	HUD requires PHAs that receive tenant-based assistance and public housing operating subsidies to submit one- and five-year plans.
How Reduction Achieved:	PHAs can submit the template now via the Internet. The Form HUD-50075 will be converted to an actual automated system during FY 2000. Once the system is implemented, the information collection burden (2577-0226) will be decreased.
Change in Burden:	-225,982 hours.
Agency:	Department of Housing and Urban Development
OMB Control No.:	2577-0124
Title:	Public Housing Drug Elimination Program (PHDEP) Semi-Annual Performance Reporting System
Purpose of the Collection:	This information collection requires PHAs to report on the effectiveness of programs to eliminate drug abuse from public housing.
How Reduction Achieved:	The new Public Housing Drug Elimination Program (PHDEP) Semi-Annual Performance Reporting System was implemented effective July 1, 1999, with the first reports under the new system due July 30, 1999, for the reporting period January through June 1999. Grantees submit reports electronically over the Internet.
Change in Burden:	-18,879 hours.
Agency:	Department of Treasury
OMB Control No.:	1545-1466
Title:	Third Party Disclosure Requirements in IRS Regulations.
Purpose of the Collection:	Employees who receive tips in the course of employment must disclose the amount of the tips received through a monthly statement to the employer (section 31.6053-1(a)).
How Reduction Achieved:	Treasury has revised its time estimate downward, from 27 minutes to 10 minutes, because many employers have an automated system in place for employees to report

tips. In recalculating the burden, Treasury also corrected estimates associated with third party disclosure requirements.

Change in Burden: - 16,808,949 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0174
Title: Standards for Business Practices for Interstate Natural Gas Pipelines, FERC-549C
Purpose of the Collection: FERC has implemented electronic communications mechanisms for information sharing and transparency within the natural gas industry. This collection helps buyers of natural gas to more easily and efficiently buy and transport gas from all potential sources of supply. The electronic communication mechanisms conform to FERC's plan for an efficient information collection, communication and management within the natural gas industry.

How Reduction Achieved: FERC adopted regulations to standardize the business practices and communication methodologies of interstate pipelines in order to create a more integrated and efficient pipeline grid. The adopted protocols have provided the gas industry over the past two years the ability to use automated computer-to-computer communications to efficiently conduct time-sensitive business transactions, such as nominating and confirming daily gas flows, invoicing, and payments.

Change in Burden: -414,780 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0098
Title: Preservation of records for Public Utilities, Natural Gas and Oil Pipeline Companies, FERC-555 Notice of Proposed Rulemaking

Purpose of the Collection: FERC requires public utilities and natural gas and oil pipeline companies to maintain records on rates for auditing and compliance purposes.

How Reduction Achieved: FERC gave each jurisdictional company the flexibility to select its own record storage media, which must have a life expectancy at least equal to the applicable record period unless there is a quality transfer from one media to another with no loss of data. Following the issuance of AI99-2-000, FERC held technical conferences with representatives of the jurisdictional companies to receive their proposals on revising the recordkeeping requirements. As a result of those discussions and a systematic review by FERC staff, FERC issued a Notice of Proposed Rulemaking with comments due by April 2000.

Change in Burden: -679,800 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0021
Title: Annual Report of Major Electric Utilities, Licensees and Others, FERC Form 1

Purpose of the Collection: In accordance with the Federal Power Act, FERC collects this information to be able to continuously review the financial conditions of regulated companies.

How Reduction Achieved: FERC issued a Notice announcing that it had upgraded the FERC Form 1 software. This upgrade is a Windows-based version that allows web-based electronic filing. The software replaces a DOS-based version that was incompatible with Windows and was not Y2k compliant.

Change in Burden: -24,918 hours.

Agency: **Small Business Administration**
OMB Control No.: 3245-0091
Title: Entrepreneurial Development Management Information System (EDMIS)
Purpose of the Collection: SBA uses this information to provide appropriate business counseling programs and to report to Congress and the President on the status of these programs.

How Reduction Achieved: Information from the SBA Form 641 currently approved under OMB Control Number 3245-0091 will be incorporated into an electronic system, reducing burden per respondent by 9 minutes.

Change in Burden: -90,000 hours.

Statutory Reductions

Agency: Department of Commerce
OMB Control No.: 0610-0093
Title: Comprehensive Economic Development Strategy (CEDS)
Purpose of the Collection: Commerce uses this information collection to ensure that areas served by an EDA-supported planning organization have or are developing a Community-Based planning process and have thoroughly thought out what type of economic development is needed in the area to alleviate unemployment or underemployment.
How Reduction Achieved: Changes in EDA's authorizing legislation allow EDA to accept economic development plans prepared for and accepted by other Federal agencies.
Change in Burden: - 42,885 hours
Statute Title and P.L.#: Economic Development Administration Reform Act of 1998, P.L. 105-393.

Agency: Department of Health and Human Services
OMB Control No.: 0910-0059
Title: Medical Devices; Medical Device Reporting (MDR); Certification
Purpose of the Collection: HHS used this information collection to evaluate risks associated with medical devices and to enable FDA to take appropriate regulatory measures to protect the public health.
How Reduction Achieved: The Food and Drug Administration Modernization Act of 1997 (FDAMA) eliminated the annual certification requirements for medical device manufacturers. The collection will be dropped from the inventory when the new MDR/FDAMA final rule is published, anticipated during the second quarter of FY 2000.
Change in Burden: -193,810 hours
Statute Title and P.L.#: Food and Drug Administration Modernization Act of 1997, P.L. 105-115.

Agency: Department of Treasury
OMB Control No.: 1545-0184
Title: IRS Form 4797, Sales of Business Property.
Purpose of the Collection: Taxpayers use this collection to report sales, exchanges, or involuntary conversions of assets used in connection with a trade or business.
How Reduction Achieved: As a result of P.L. 105-206, no items reported on Form 4797 are subject to the 28% tax rate, so column (h), 28% rate gain or (loss), was deleted from Part I of the form. In revising the form, the IRS corrected the number of references to the Internal Revenue Code and the number of line items, both used to calculate hours. The IRS also adjusted the hour estimates based on a better counting of responses.
Change in Burden: - 2,660,118 hours
Statute Title and P.L.#: IRS Restructuring and Reform Act of 1998, P.L. 105-206.

Agency: Federal Communications Commission
OMB Control No.: 3060-0760
Title: Access Charge Reform -- CC Docket No. 96-262 (1st R&O), 2nd Order on Recon and MO&O, 3rd R&O and 5th R&O.
Purpose of the Collection: This information collection is used for compliance.
How Reduction Achieved: The FCC modified the rules that govern the provision of interstate access services by local exchange carriers (LECs) subject to price regulation. This change was designed

to advance the pro-competitive, de-regulatory national policies embodied in the Telecommunications Act of 1996.

Change in Burden: - 1,738,597 hours

Statute Title and P.L.#: Telecommunications Act of 1996, P.L. 104-104.

Agency: **Federal Communications Commission**

OMB Control No.: 3060-0715

Title: Implementation of the Telecommunications Act of 1996: Telecommunications Carriers' Use of Customer Proprietary Network Information (CPNI) and Other Customer Proprietary Network.

Purpose of the Collection: This information collection is used for compliance.

How Reduction Achieved: In the CPNI Reconsideration Order, the FCC amended its rules to merely state that telecommunications carriers must implement a system to clearly establish the status of a customer's CPNI approval prior to the use of CPNI, and must maintain an audit mechanism that tracks CPNI usage. The Commission removed the requirements of sections 64.2009(a) and (c) that carriers must develop and implement software that flags a customer's CPNI approval status and must maintain an electronic audit mechanism that tracks access to customer accounts.

Change in Burden: -190,864 hours

Statute Title and P.L.#: Telecommunications Act of 1996, P.L. 104-104.

Other

Agency: **Department of Commerce**

OMB Control Nos.: 0607-0786, 0607-0809, 0607-0853

Title: Collections related to the 2000 Decennial Census

Purpose of the Collection: This information collection was used to prepare for the 2000 Decennial Census

How Reduction Achieved: The collection is complete.

Change in Burden: - 1,382,576 hours.

Agency: **Department of Commerce**

OMB Control No.: 0607-0854

Title: 1997 Survey of Minority-Owned Business Enterprises and 1997 Survey of Women-Owned Business Enterprises

Purpose of the Collection: These information collections concern the economic aspects of minority and women-owned businesses at the time of the Economic Census, conducted every five years.

How Reduction Achieved: The 1997 Economic Census is finished.

Change in Burden: - 416,666 hours.

Agency: **Department of Defense**

OMB Control No.: 0704-0187; 0704-0188

Title: Information Collection in Support of the DoD Acquisition Process and the Acquisition Management System and Data Requirements Control List (AMSDL)

Purpose of the Collection: These information collections concern data requirements for government contracts to support the design, manufacture, test, training, operation, and maintenance of procured items

How Reduction Achieved: Defense plans to reduce its information collection burden by 15 percent as a result of ongoing acquisition reform initiatives, such as acquiring more commercial items.

Change in Burden: -17,000,000 hours.

Agency: **Department of Health and Human Services**

OMB Control No.: 0910-0405

Title:	Survey of Medical Device Manufacturers for Year 2000 Compliance of Manufacturing Systems
Purpose of the Collection:	HHS used this information collection to verify the Y2K compliance of medical device manufacturing systems.
How Reduction Achieved:	This collection is no longer needed.
Change in Burden:	-175,500 hours.
Agency:	Department of the Interior
OMB Control No.:	1028-0052
Title:	National Mapping Division Data Grant Program for Land Processes Research
Purpose of the Collection:	Interior used this collection to encourage the nonprofit community to use remotely sensed data in land processes research.
How Reduction Achieved:	Interior believes this collection is no longer essential to the mission of the implementing division, the Data Center Science and Applications Branch.
Change in Burden:	-13,000 hours.
Agency:	Department of Labor
OMB Control No.:	1205-0179
Title:	Unemployment Compensation for Federal Employees
Purpose of the Collection:	Labor uses this collection to provide unemployment insurance protection to former (or partially unemployed) federal civilian employees, as stipulated in Federal law (5 U.S.C. 8501-8508 et Seq.).
How Reduction Achieved:	Labor streamlined the claims-taking process and reduced the amount of information collected.
Change in Burden:	-19,934 hours.
Agency:	Department of Treasury
OMB Control No.:	1545-0184
Title:	IRS Form 4797, Sales of Business Property.
Purpose of the Collection:	Taxpayers use this collection to report sales, exchanges, or involuntary conversions of assets used in connection with a trade or business.
How Reduction Achieved:	The IRS corrected the number of references to the Internal Revenue Code and the number of line items, both of which are used to calculate burden hours. The IRS also adjusted the hour estimates based on a better counting of responses.
Change in Burden:	-1,221,840 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0483
Title:	“Transition Rules”--Rule 203A-5 Under The Investment Advisers Act Of 1940; Form ADV-T Under The Investment Advisers Act Of 1940
Purpose of the Collection:	SEC used this information to determine whether advisers meet the eligibility criteria for SEC registration set forth in section 203A of the Investment Advisers Act of 1940, as amended in 1996, and rules thereunder. SEC also used the information to remove from Commission registration those advisers that are no longer eligible.
How Reduction Achieved:	All advisers registered with the SEC on April 9, 1997 were required under rule 203A-5 to file a completed Form ADV-T no later than that date. The information collection is now complete. The Commission will not request extension of OMB approval beyond the current expiration date of 3/31/2000.
Change in Burden:	-19,998 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0513
Title:	Year 2000 Compliance, Investment Advisers Report--Rule 204-5 Under The

Investment Advisers Act Of 1940

Purpose of the Collection: The Commission used this information to verify that investment advisers and investment companies were prepared for Y2K.

How Reduction Achieved: This collection is no longer needed.

Change in Burden: -14,782 hours.

Expected FY 2000 Increases

Statutory Increases

Agency:	Department of Agriculture
OMB Control No.:	0581-0186
Title:	Livestock Mandatory Reporting Act of 1999
Purpose of the Collection:	The Livestock Mandatory Reporting Act of 1999 requires USDA to establish a program to collect information regarding the marketing of cattle, swine, lambs, and their products. The Act requires daily and weekly reporting by meatpackers of all pertinent details of each purchase transaction of livestock and each sales transaction of finished product. This information includes the prices, quantities, types of purchase and weights for swine and cattle.
Why Increase Occurred:	Congress enacted this statute in response to concerns about increasing concentration of market power in the meatpacking industry.
Change in Burden:	+115,704 hours.
Statute Title and P.L. #:	<u>Livestock Mandatory Reporting Act of 1999</u> , P.L. 106-78.
Agency:	Department of Agriculture
OMB Control No.:	0584-0006
Title:	7 CFR Part 270, National School Lunch Program
Purpose of the Collection:	Agriculture uses this information to administer the National School Lunch Program.
Why Increase Occurred:	New statutes stipulate that the Food and Nutrition Service (FNS) should require school food authorities to document daily attendance and daily program participation and include in their monthly reports to FNS the number of snacks served.
Change in Burden:	+ 1,254,973 hours
Statute Title and P.L. #:	<u>The Healthy Meals for Children Act</u> , P.L. 104-749, and <u>The William F. Goodling Child Nutrition Reauthorization Act of 1998</u> , P.L. 105-336.
Agency:	Department of Agriculture
OMB Control No.:	0584-0055
Title:	7 CFR Part 226, Child and Adult Care Food Program
Purpose of the Collection:	Agriculture uses this information to administer of the Child and Adult Care Food Program.
Why Increase Occurred:	FNS plans several changes to this program. It plans to propose a rule to permit determining agencies to disclose participants' free and reduced price information for use by certain education, health, and means-tested nutrition programs. Second, it plans an interim rulemaking to require at-risk after-school care centers to maintain a daily attendance roster, to confirm the child care aspects of the operations, and to support the meal counts reported on the claim for reimbursement. Third, it proposes to revise state agency criteria for approving and reviewing institution applications and for terminating agreements with institutions. The proposed rule would also require that all program enrollment forms be signed by parents, be updated annually, and include information on hours of care and meals received.
Change in Burden:	+ 1,451,972 hours
Statute Title and P.L. #:	<u>The Healthy Meals for Children Act</u> , P.L. 104-749, and <u>The William F. Goodling Child Nutrition Reauthorization Act of 1998</u> , P.L. 105-336.
Agency:	Department of Commerce
OMB Control No.:	0694-0091
Title:	Chemical Weapons Convention Declaration Forms Inspections and Inspection

	Reports.
Purpose of the Collection:	Commerce collects this information from entities handling a large number of chemicals that could be used in the production of chemical weapons.
Why Increase Occurred:	The Bureau of Export Administration published the final regulations implementing the CWC and implementing legislation.
Change in Burden:	+ 34,709 hours
Statute Title and P.L. #:	<u>Chemical Weapons Convention Implementation Act of 1998, Public Law 105-277.</u>
Agency:	Department of Health and Human Services
OMB Control No.:	0910-NEW
Title:	Supplements and Other Changes to an Approved Application
Purpose of the Collection:	Applicants for drug and biologics approval use this collection to submit supplemental information.
Why Increase Occurred:	The burden increase is due to a new statutory requirement..
Change in Burden:	+497,624 hours.
Statute Title and P.L. #:	<u>Food and Drug Administration Modernization Act of 1997, P.L. 105-115.</u>
Agency:	Department of Health and Human Services
OMB Control No.:	0910-NEW
Title:	Prescription Drug Marketing Act of 1987; Administrative Procedures, Policies, and Requirements
Purpose of the Collection:	HHS uses this collection for reporting and recordkeeping requirements related to the reimportation of prescription drugs, the distribution of drug samples, the resale of certain drugs, the wholesale distribution of drugs, and other requirements. HHS uses the information to ensure that drug products purchased by consumers are safe and effective, and to prevent the sale of counterfeit, adulterated, misbranded, subpotent, or expired drugs.
Why Increase Occurred:	The burden increase is due to a new statutory requirement.
Change in Burden:	+3,361,996 hours
Statute Title and P.L. #:	<u>Prescription Drug Marketing Act of 1987, P.L.100-293.</u>
Agency:	Department of Health and Human Services
OMB Control No.:	0910-NEW
Title:	Medical Device; Device Tracking
Purpose of the Collection:	HHS developed this collection to track medical devices among manufacturers, distributors, final distributors, and multiple distributors.
Why Increase Occurred:	This is a new collection of information implementing a statutory requirement.
Change in Burden:	+2,844,053 hours
Statute Title and P.L. #:	<u>FDA Modernization Act of 1997, P.L. 105-115.</u>
Agency:	Department of Health and Human Services
OMB Control No.:	0910-NEW
Title:	Quality Mammography Standards; Lay Summaries
Purpose of the Collection:	Mammography facilities use this collection to provide patients a summary of their mammography report in lay terms and within 30 days of the examination. If the results are "suspicious" or "highly suggestive of malignancy", the facility is required to make reasonable attempts to communicate the results to the patient as soon as possible.
Why Increase Occurred:	This is a new collection of information implementing a statutory requirement.
Change in Burden:	+3,332,000 hours
Statute Title and P.L.#:	<u>Mammography Quality Standards Reauthorization Act, P.L. 105-248.</u>

Agency: Department of Health and Human Services
OMB Control No.: 0910-0363
Title: Veterinary Feed Directive - NPRM
Purpose of the Collection: HHS will use this information to verify compliance with the VFD regulations set up under the Animal Drug Availability Act (ADAA). The information will provide some assurance that medicated feeds will be safe and effective for their labeled conditions of use and that edible products from treated animals will be free of unsafe residues.
Why Increase Occurred: This is a new collection of information implementing a statutory requirement.
Change in Burden: +121,329 hours
Statute Title and P.L. #: Animal Drug Availability Act, P.L. 104-250.

Agency: Department of Health and Human Services
OMB Control No.: 0915-NEW
Title: Health Care Integrity and Protection Data Bank for Final Adverse Information on Health Care Providers, Suppliers and Practitioners (45 CFR 61)
Purpose of the Collection: This collection establishes a national health care fraud and abuse data collection program for the reporting and disclosure of certain final adverse actions taken against health care providers, suppliers, or practitioners.
Why Increase Occurred: This is a new collection of information implementing a statutory requirement.
Change in Burden: 187,169 hours
Statute Title and P.L.#: Health Insurance Portability and Accountability Act (HIPAA) of 1996, P.L. 104-191.

Agency: Department of Health and Human Services
OMB Control No.: 0938-NEW
Title: End Stage Renal Disease (ESRD) Clinical Performance Measures
Purpose of the Collection: HHS will use this information to compare the quality of dialysis services provided by facilities. The collection captures information about the adequacy of dialysis, anemia management, vascular access, and other facility characteristics.
Why Increase Occurred: This is a new collection of information implementing a statutory requirement.
Change in Burden: +227,500 hours
Statute Title and P.L.#: Balance Budget Act of 1997, P.L. 105-33.

Agency: Department of Health and Human Services
OMB Control No.: 0938-NEW
Title: Collection of Physician Encounters from Medicare + Choice Organizations
Purpose of the Collection: This information collection will describe the procedures, “claim” formats, and processing of physician encounter data received from Medicare + Choice organizations
Why Increase Occurred: This is a new collection of information implementing a statutory requirement.
Change in Burden: +2,400,000 hours
Statute Title and P.L.#: Balance Budget Act of 1997, P.L. 105-33.

Agency: Department of Health and Human Services
OMB Control No.: 0938-NEW
Title: National Provider System – Application for a National Provider Identifier and Update of Health Care Provider Data
Purpose of the Collection: HHS uses this collection is assign a unique National Provider identification number to health care providers.
Why Increase Occurred: This is a new collection of information implementing a statutory requirement.
Change in Burden: +300,000 hours
Statute Title and P.L.#: Health Insurance Portability and Accountability Act (HIPAA) of 1996, P.L. 104-191.

Agency: Department of the Interior

OMB Control No.:	1018-NEW
Title:	Survey of Boat Access Facilities
Purpose of the Collection:	States use this information to determine the adequacy of boat access facilities.
Why Increase Occurred:	A new law requires the Fish and Wildlife Service to conduct this new survey.
Change in Burden:	+32,200 hours
Statute Title and P.L.#:	<u>The Sportfishing and Boating Safety Act of 1998</u> , P.L. 105-178.
Agency:	Department of Labor
OMB Control No.:	1210-NEW
Title:	National Medical Support Notice -- Part B
Purpose of the Collection:	Labor will use this collection to establish a model qualified medical support order for use by state child support agencies and private employer-sponsored health plans to help enroll children in health care coverage.
Statute Title and P.L.#:	Labor drafted a proposed notice with the intent to simplify and standardize communications among states, parents, and group health plans under ERISA, and create a uniform process to enforce child medical support orders.
Change in Burden:	+785,000 hours
Statute and P.L.#:	<u>Child Support Performance and Incentive Act of 1998</u> , P. L. 105-200 .
Agency:	Department of Labor
OMB Control No.:	1210-NEW
Title:	Disclosures to Participants and Beneficiaries of ERISA Group Health Plans under the Women Health and Cancer Rights Act of 1998 (WHCRA).
Purpose of the Collection:	This information collection is part of several notice and disclosure provisions intended to make health care plan participants aware of the new protections for mastectomy patients. Under WHCRA, insurance issuers must provide coverage for reconstructive surgery if an individual who is receiving benefits in connection with a mastectomy elects breast reconstruction.
Why Increase Occurred:	The interim final regulations will include information collection provisions consistent with the statute.
Change in Burden:	+400,000 hours
Statute and P.L.#:	<u>Women's Health and Cancer Right Act of 1998</u> , P. L. 105-277.
Agency:	Department of Transportation
OMB Control No.:	2020-NEW
Title:	Airport Security
Purpose of the Collection:	This collection encompasses airport security programs, training records and screenings, bomb threats, and arrest reports. DOT will use the information to ensure the safety of persons and property in air transportation.
Why Increase Occurred:	Increase will occur due to final rule amending 14 CFR Part 107.
Change in Burden:	+ 753,658 hours
Statute Title and P.L. #:	<u>A bill to amend title 28, United States Code</u> , P.L. 102-272.
Agency:	Department of Transportation
OMB Control No.:	2126-0543
Title:	Controlled Substances and Alcohol Use and Testing
Purpose of the Collection:	Motor carriers must investigate the drug and alcohol history of drivers of certain types of commercial motor vehicles in specific types of operations. This ensures that the motor carrier has vital safety information about the driver when making an employment decision.
Why Increase Occurred:	The Federal Motor Carrier Safety Administration intends to publish regulations that will increase the number of responses to requests for the drug and alcohol history of CMV drivers, mandate compliance investigations of rehabilitation referrals, and

	require the investigation of three (instead of two) years' information.
Change in Burden:	+ 12,888,006 hours
Statute Title and P.L. #:	<u>Hazardous Materials Act of 1994</u> ; P.L. 103-311.
Agency:	Department of Transportation
OMB Control No.:	2130-0549
Title:	Use of Locomotive Horns at Highway-Grade Crossings
Purpose of the Collection:	This collection promotes safety at highway-grade rail crossings by requiring the use of train whistles or the implementation of alternative safety measures with equivalent effectiveness to reduce/eliminate accidents and the resulting deaths and injuries.
Why Increase Occurred:	The burden increase is due to provisions of the Swift Rail Development Act.
Change in Burden:	+ 62,476 hours
Statute Title and P.L. #:	<u>Swift Rail Development Act of 1994</u> , P.L. 103-440; amended by P.L. 104-264.
Agency:	Department of Transportation
OMB Control No.:	2120-NEW
Title:	Certification of Screening Companies
Purpose of the Collection:	Section 302 of the FAA Reauthorization Act of 1996 directs the Administrator of the FAA to certify companies providing security screening.
Why Increase Occurred:	This is a new collection required under statute.
Change in Burden:	+ 173,577 hours
Statute Title and P.L. #:	<u>FAA Reauthorization Act of 1996</u> , P.L. 104-264.
Agency:	Federal Communications Commission
OMB Control No.:	3060-0715
Title:	Implementation of the Telecommunications Act of 1996: Telecommunications Carriers' Use of Customer Proprietary Network Information and Other Customer Proprietary Network.
Purpose of the Collection:	This information collection is used for compliance.
Why Increase Occurred:	Section 222 of the Telecommunications Act of 1996 requires carriers to provide requesting directory publishers with subscriber list information on a timely and unbundled basis under reasonable and nondiscriminatory rates, terms, and conditions.
Change in Burden:	+27,900 hours.
Statute Title and P.L.#:	<u>Telecommunications Act of 1996</u> , P.L. 104-104.
Agency:	Federal Communications Commission
OMB Control No.:	3060-NEW
Title:	Part 76, Public File and Notice Requirements
Purpose of the Collection:	This information collection reorganizes the public file requirements, provides cable operators with an alternative to maintaining a paper public file, eliminates outdated public file requirements, and expands the definition of small cable systems for the purposes of the public inspection rules.
Why Increase Occurred:	This new collection is the result of a biennial review that streamlined FCC's rules.
Change in Burden:	+ 32,400 hours
Statute Title and P.L. #:	<u>Telecommunications Act of 1996</u> , P.L. 104-104.
Agency:	Federal Communications Commission
OMB Control No.:	3060-0809
Title:	Communications Assistance for Law Enforcement Act – CC Docket No. 97-213
Purpose of the Collection:	This information collection implements provisions of the Communications Assistance for Law Enforcement Act, aimed at ensuring that telecommunications carriers have policies in place that require the affirmative intervention by employees in effectuating any interception through their switching premises, and that such interception is done

lawfully and documented carefully.

Why Increase Occurred: The initial submission greatly underestimated the number of licensees involved. It also proposed that small businesses be excluded from certain requirements, but they were later included. While FCC relaxed the record keeping burden, this is more than offset by the inclusion of small businesses and the adjustment to the initial estimates.

Change in Burden: +218,275 hours

Statute Title and P.L. #: Communications Assistance for Law Enforcement Act, P. L. 103-414.

Agency: **Federal Emergency Management Agency**

OMB Control No.: 3067-0279

Title: Hurricane Floyd Special Buyout Authority Application and Reporting

Purpose of the Collection: FEMA uses this information to provide assistance for the acquisition and relocation, for hazard mitigation purposes, of properties affected by Hurricane Floyd or surrounding events, as allowed under the Consolidated Appropriations Act.

Why Increase Occurred: Congress required FEMA to implement the act and make \$215 million available to states for the acquisition and relocation of properties. FEMA published an interim final rule, 44 CFR Part 209, which included requirements for states and others affected by Hurricane Floyd to apply for buyout assistance.

Change in Burden: + 48,789 hours

Statute Title and P.L.#: Consolidated Appropriations Act for FY 2000, Title I, Chapter 2, P.L. 106-113.

Agency: **Federal Emergency Management Agency**

OMB Control No.: 3067-NEW

Title: Flood Hazard Mapping Needs Assessment Process.

Purpose of the Collection: FEMA uses this information to assess the need to revise flood hazard maps. FEMA will use the information to determine which communities are in need of updated flood hazard maps, prioritize which communities receive updated maps, determine the total amount of funds needed to update the maps nationwide, and determine funding allocations to the FEMA Regional Offices for map updates.

Why Increase Occurred: FEMA determined it needed the information to determine the extent of outdated flood maps and to meet the intent of Section 575 of the NFIRA.

Change in Burden: + 78,000 hours

Statute Title and P.L.#: Riegle Community Development and Regulatory Improvement Act of 1994, (also known as the National Flood Insurance Reform Act of 1994), P.L. 103-325.

Agency: **Federal Trade Commission**

OMB Control No.: 3084-NEW

Title: The Gramm-Leach-Bliley Act

Purpose of the Collection: The FTC will use this information to limit instances in which a financial institution may disclose a consumer's nonpublic personal information to a non-affiliated party.

Why Increase Occurred: The increase is due to the new Act and implementing rule.

Change in Burden: +6,700,000 hours.

Statute Title and P.L.#: Subtitle A of Title V of Financial Services Modernization Act of 1999, P. L. 106-102.

Other

Agency: **Department of Agriculture**

OMB Control No.: 0581-0123

Title: Reporting Requirements under the Regulations Governing Inspection and Certification of Processed Fruits and Vegetables and Related Products

Purpose of the Collection: Agriculture will use this information for grading and certification purposes and for hiring licensed samplers.

Why Increase Occurred:	The agency will offer a new inspection service, the “Qualified through Verification Service” (QTV), and will need this information to support it.
Change in Burden:	+32,200 hours.
Agency:	Department of Agriculture
OMB Control No.:	0583- NEW
Title:	Use of Food Additives as Antimicrobial Agents
Purpose of the Collection:	This collection will guide establishments on the voluntary use of certain additives to inhibit the growth of certain microorganisms.
Why Increase Occurred:	When the regulation is implemented, establishments choosing to use these substances will be required to modify their labels and reassess HACCP plans.
Change in Burden:	+ 31,166 hours.
Agency:	Department of Commerce
OMB Control No.:	0607-0810
Title:	American Community Survey
Purpose of the Collection:	The Census Bureau uses this collection to update demographic, social, economic, and housing data that is essentially the same as the “long-form” data that the Census Bureau traditionally has collected as part of the decennial census.
Why Increase Occurred:	The Census Bureau is increasing the sample size of the ACS so it can compare the ACS results against the Decennial Census long form and make a smooth transition to this new survey. ACS should be in place by 2003.
Change in Burden:	+ 376,050 hours.
Agency:	Department of Commerce
OMB Control Nos.:	0607-0856, 0607-0858, 0607-0860
Title:	U.S. Census 2000 (The 2000 Decennial Census)
Purpose of the Collection:	This information collection is used to reapportion the House of Representatives and redraw legislative district boundaries. Congress has mandated the use of this information to allocate the distribution of federal and state funds for many programs each year.
Why Increase Occurred:	The 2000 Decennial Census will be conducted between March and June, 2000.
Change in Burden:	+ 27,287,323 hours.
Agency:	Department of Commerce
OMB Control No.:	0607-NEW
Title:	Census 2000 Accuracy and Coverage Evaluation, Housing Unit and Person Interview Activities
Purpose of the Collection:	This surveys sample block clusters within the 50 states, the District of Columbia, and Puerto Rico. The Census Bureau will use the survey to estimate coverage in Census 2000.
Why Increase Occurred:	This is a new activity which the Census Bureau will conduct during and after the 2000 Decennial Census.
Change in Burden:	+ 103,162 hours.
Agency:	Department of Commerce
OMB Control No.:	0608-0049
Title:	Benchmark of U.S. Direct Investment Abroad
Purpose of the Collection:	Commerce uses this information to measure the size and economic significance of U.S. direct investment abroad, to measure changes in such investment, and to assess the impact of such investment on the U.S. and foreign economies.
Why Increase Occurred:	The BEA conducts this survey every five years.
Change in Burden:	+ 458,000 hours.

Agency:	Department of Commerce
OMB Control No.:	0640-NEW
Title:	Annual Survey of Minority-Owned Business
Purpose of the Collection:	Commerce will use this information about the status of ethnic minority-owned businesses to make informed decisions about assistance programs.
Why Increase Occurred:	This is a new collection.
Change in Burden:	+ 50,000 hours.
Agency:	Department of Commerce
OMB Control No.:	0694-0119
Title:	National Security and Critical Assessments of the U.S. Industrial Base
Purpose of the Collection:	Commerce uses this information to assess the security and critical technology of US industry sectors, at the request of various research and planning agencies within the Department of Defense, for the Congress, and for industry groups.
Why Increase Occurred:	This is a new collection.
Change in Burden:	+ 24,000 hours.
Agency:	Department of Education
OMB Control No.:	1870-0500
Title:	Elementary and Secondary School Survey
Purpose of the Collection:	This information collection assesses elementary and secondary school compliance with civil rights legislation and regulations.
Why Increase Occurred:	The percentage of schools surveyed has increased from 60 to 100 percent.
Change in Burden:	+ 191,576 hours.
Agency:	Department of Education
OMB Control No.:	1840-0022
Title:	Default Reduction Measures for Financial Assistance
Purpose of the Collection:	Education uses this information to determine a school's eligibility to participate in the Federal Family Educational Loan Program.
Why Increase Occurred:	New regulations require recordkeeping and the development of default management plans.
Change in Burden:	+ 233,534 hours.
Agency:	Department of Health and Human Services
OMB Control No.:	0910-NEW
Title:	Proposed Rule: Current Good Manufacturing Practice for Blood and Blood Components; Blood Labeling Standards
Purpose of the Collection:	HHS will use this information to monitor the safety of the nation's blood supply and to ensure that the necessary information is provided on the labeling of blood and blood components. The proposed rule amends the biologics regulations by removing, revising, or updating specific labeling regulations applicable to blood and blood products to be more consistent with current labeling practices and to remove unnecessary or outdated requirements.
Why Increase Occurred:	This is a new collection.
Change in Burden:	+5,642,850 hours.
Agency:	Department of Health and Human Services
OMB Control No.:	0910-NEW
Title:	Proposed Rule : Current Good Manufacturing Practice for Blood and Blood Components; Notification of Consignees and Transfusion Recipients Receiving Blood and Blood Components at Increase Risk of Transmitting HCV Infection ("Lookback")

Purpose of the Collection: This information collection will be used by consignees and recipients of prior collections of blood and blood components from a donor who later tests positive for HCV. This will make it possible for consignees to quarantine a product that may present an increased risk for transmitting HCV. It will also provide the opportunity for transfusion recipients of such products to seek medical counseling.

Why Increase Occurred: This is a new collection.

Change in Burden: +958,781 hours.

Agency: **Department of Health and Human Services**

OMB Control No.: 0910-NEW

Title: Proposed Rule: Current Good Tissue Practice (cGTP) for Manufacturers of Cellular and Tissue-based Products; Inspections and Enforcement

Purpose of the Collection: To prevent the transmission of communicable disease, HHS requires manufacturers of human cellular and tissue-based products to follow cGTP. This includes proper handling, processing, storage, and labeling of these products, recordkeeping, and establishing a quality program to meet FDA inspections and enforcement standards.

Why Increase Occurred: This is a new collection.

Change in Burden: +621,573 hours.

Agency: **Department of Health and Human Services**

OMB Control No.: 0910-NEW

Title: Requirements on Content and Format of Labeling for Human Prescription Drugs and Biologics; Requirements for Prescription Drug Product Labels.

Purpose of the Collection: New rulemaking requires that prescription drug labeling include a section containing the highlights of and an index to prescribing information.

Why Increase Occurred: This is a new collection.

Change in Burden: +791,413 hours.

Agency: **Department of the Interior**

OMB Control No.: 1004-NEW

Title: Surface Management – 43 CFR Subpart 3809

Purpose of the Collection: Interior uses this information to monitor the compliance of operators and mining claimants with their responsibilities while exploring, mining, and reclaiming minerals on public lands, as stipulated in proposed regulations at 43 CFR Subpart 3809.

Why Increase Occurred: The increase in burden is a result of new information needed to successfully implement these revised regulations.

Change in Burden: +60,000 hours

Agency: **Department of the Interior**

OMB Control No.: 1010-0057

Title: 30 CFR 250, Subpart C, Pollution Prevention and Control

Purpose of the Collection: Interior uses this information to evaluate whether an Outer Continental Shelf (OCS) facility will negatively affect the air quality in the Breton National Wildlife Refuge/Wilderness Area (BWA).

Why Increase Occurred: In FY 1999, the ICB included a one-year collection of meteorological data and air pollutant emissions for production facilities in BWA. The project was delayed and is now scheduled for year 2000. The change in burden is due to revisions of the project design and re-estimation of the burden.

Change in Burden: + 40,880 hours.

Agency: **Department of Labor**

OMB Control No.: 1218-NEW

Title: Occupational Exposure to Tuberculosis

Purpose of the Collection:	Labor uses this information to prevent or minimize occupational exposure to tuberculosis.
Why Increase Occurred:	The burden increase will occur as the result of a new final rule on tuberculosis.
Change in Burden:	+7,098,011 hours.
Agency:	Department of Labor
OMB Control No.:	1210-NEW
Title:	Disclosures to Policyholders of Insurance Company General Accounts Which Include Employee Benefit Plan Assets
Purpose of the Collection:	Section 401(c) of the Small Business Job Protection Act of 1996 (Pub. L. 104-188) (SBJPA) requires information from insurance companies that offer and maintain policies for private sector employee benefit plans where the assets are held in the insurer's general account.
Why Increase Occurred:	The proposed regulation, which included new information collection requirements, was published on December 22, 1997. It is anticipated that the final regulation will be published during FY 2000.
Change in Burden:	+1,204,369 hours.
Agency:	Department of Labor
OMB Control No.:	1219-0131
Title:	Training Plans, New Miner Training, Newly Hired Experienced Miner Training (Final Rule)
Purpose of the Collection:	Labor uses this information to verify that miners receive required training designed to decrease the number of accidents, injuries, and fatalities, as stipulated in 30 CFR part 46.
Why Increase Occurred:	This is a new collection.
Change in Burden:	+253,393 hours.
Agency:	Department of Transportation
OMB Control No.:	2126-NEW
Title:	Transportation of Household Goods; Consumer Protection Regulations
Purpose of the Collection:	This collection is designed to enhance consumer protection. Prospective shippers would use the collection of information to make informed decisions about contracts and services to be ordered, executed, and settled with interstate household goods carriers.
Why Increase Occurred:	The Federal Motor Carrier Safety Administration plans to update its regulation in 49 CFR Part 375 and 377 relating to the transportation of household goods. The final rule will require household goods carriers to file an annual arbitration report, in place of the outdated annual performance report, make consumer protection disclosures, and modify a consumer protection publication.
Change in Burden:	+ 4,209,102 hours.
Agency:	Department of Transportation
OMB Control No.:	2126-0004
Title:	Driver Qualification File
Purpose of the Collection:	Motor carriers are required to file certain information verifying that their drivers are fully qualified to operate a commercial motor vehicle in interstate commerce.
Why Increase Occurred:	The burden increase is due to a consolidation with a related collection entitled Qualification Certificate (2126-0007).
Change in Burden:	+ 27,500 hours.
Agency:	Department of Treasury
OMB Control No.:	1510-0007

Title:	Direct Deposit Sign-Up Form
Purpose of the Collection:	Recipients of federal payments use this form to authorize automatic deposit into their accounts at financial institutions.
How Reduction Achieved:	The increased burden results from expanded participation in the Direct Deposit program.
Change in Burden:	+ 67,683 hours.
Agency:	Department of Treasury
OMB Control No.:	1545-0074
Title:	IRS Form 1040 and Schedules, U.S. Individual Income Tax Return.
Purpose of the Collection:	Individual taxpayers use this form to report their taxable income and calculate their correct tax liability.
Why Increase Occurred:	As a result of the Xerox redesign project, IRS revised the earned income credit and child tax credit worksheets to improve understandability and reduce taxpayer errors. The IRS corrected the number of references to the Internal revenue Code and the number of line items, both used in estimating hours. The IRS also adjusted the hour estimates based on a better counting of responses.
Change in Burden:	+ 46,152,909 hours.
Agency:	Department of Treasury
OMB Control No.:	1545-0085
Title:	IRS Form 1040A and Schedules, U.S. Individual Income Tax Return.
Purpose of the Collection:	Individual taxpayers use this form to report their taxable income and calculate their correct tax liability.
Why Increase Occurred:	As a result of the Xerox redesign project, IRS revised the earned income credit and child tax credit worksheets to improve understandability and reduce taxpayer errors. The IRS corrected the number of references to the Internal revenue Code and the number of line items, both used in estimating hours. The IRS also adjusted the hour estimates based on a better counting of responses.
Change in Burden:	+ 14,421,592 hours.
Agency:	Department of Treasury
OMB Control No.:	1545-1610
Title:	IRS Form 5500 and Schedules, Annual Return/Report of Employee Benefit Plan.
Purpose of the Collection:	IRS uses this collection to verify that pension benefit plans, welfare benefit plans, fringe benefit plans, and certain Direct Filing Entities are operating properly as required under the law, or whether the plans should be audited.
Why Increase Occurred:	IRS has revised Form 5500 and Schedules for tax year 1999. IRS re-computed the burden based on a study conducted by Mathematica Policy Research, Inc.
Change in Burden:	+ 4,938,719 hours.
Agency:	Department of Treasury
OMB Control No.:	1550-0011
Title:	General Reporting and Recordkeeping by Savings Association.
Purpose of the Collection:	Savings associations use this information for internal management control purposes. OTS examiners use the information to determine whether savings associations are being operated safely, soundly, and in compliance with regulations.
Why Increase Occurred:	OTS intends to require written disclosures when nondeposit investment products are sold to customers, written acknowledgments from customers indicating that they received the required disclosures, written contracts meeting specified requirements where a savings association enters into a networking agreement with a broker dealer, and an annual regulatory compliance certification from broker dealers who enter into such networking agreements.

Change in Burden: + 300,000 hours.

Agency: **Department of Veterans Affairs**
OMB Control No.: 2900-NEW
Title: National Survey of Veterans.
Purpose of the Collection: VA uses this collection to understand trends in health care, as well as the latest characteristics of the veteran population. VA will use the information in its strategic planning, policy analyses and budgeting purposes.
Why Increase Occurred: This is a new collection.
Change in Burden: +20,800 hours.

Agency: **Department of Veterans Affairs**
OMB Control No.: 2900-NEW
Title: Census of Enrollment Status and Health of Veterans, Veterans Short Form 36, VA Form 10-21034 and VA Form 10-21034a through g.
Purpose of the Collection: VA uses this collection to obtain census data of enrollees.
Why Increase Occurred: This is a new collection.
Change in Burden: +754,050 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-NEW
Title: Standard Labels for Charges Associated with Federal Regulatory Requirements/CMRS Carriers' Truth in Billing Requirements
Purpose of the Collection: This information collection is used for compliance.
Why Increase Occurred: The FCC has ordered that common carriers use standard industry-wide labels to display on telephone bills any line-item charges associated with federal regulatory action. Uniform labeling will enable consumers to better understand the nature of the charges and to compare accurately the price of services offered by competing carriers.
Change in Burden: +66,674 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0869
Title: Review of the Commission's Broadcast and Cable EEO Rules and Policies and Termination of the EEO Streamlining Proceeding
Purpose of the Collection: This information collection invites comments on all aspects of the FCC's proposals for its broadcast EEO requirements that deal with anti-discriminatory hiring and outreach provisions.
Why Increase Occurred: This burden represents several information collections currently in use. Upon completion of the rule making, the burden will be distributed to the appropriate individual collections.
Change in Burden: +953,389 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0897
Title: MDS and ITFS Two-Way Transmissions, Report and Order
Purpose of the Collection: This information collection enhances the flexibility of MDS and ITFS operations by facilitating the use of response stations, cellular configurations, signal booster stations with program origination capability, and variable bandwidth (sub-channeling or super channeling). This promotes the competitive position of the wireless cable industry, augmenting the educational uses of these frequencies by ITFS entities and increasing services to consumers.
Why Increase Occurred: The FCC adopted a Report and Order to implement the new two-way service for MDS and ITFS transmissions.

Change in Burden: +214,892 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-0718
Title: Part 101 Governing the Terrestrial Microwave Fixed Radio Service
Purpose of the Collection: The FCC uses this information to verify the technical, legal, and other qualifications of applicants to operate a station in the public and private operational fixed services. The information also helps to ensure the applicants and licensees comply with the ownership and transfer restrictions imposed by Section 310 of the Act, 47 U.S.C. Section 310.

Why Increase Occurred: FCC adjusted the estimate to correctly reflect the 19,000 microwave record keepers maintaining station records and shared use records.

Change in Burden: + 18,880 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-NEW
Title: FCC Form 160, Commission Registration System (CORES) Registration Form
Purpose of the Collection: Entities will use this collection to obtain an FCC registration number and to submit any fines, fees, and debts owed the Commission.

Why Increase Occurred: This is a new system that is being implemented this year.

Change in Burden: + 83,000 hours.

Agency: **Federal Communications Commission**
OMB Control No.: 3060-NEW
Title: FCC Form 161, Commission Registration System (CORES) Update/Change Form
Purpose of the Collection: Entities will use this collection to provide updated identification information for their registration with the Commission.

Why Increase Occurred: This is a new system that is being implemented this year.

Change in Burden: + 41,500 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0060
Title: Gas Pipeline Certificates: Construction, Acquisition and Abandonment, FERC-537, RM98-16 Final Rule
Purpose of the Collection: This information collection is required to evaluate the feasibility of jurisdictional natural gas pipeline proposals that involve acquisition, construction and/or operation of natural gas facilities.

Why Increase Occurred: Issuance of Final Rule RM98-16, Order No. 608, expanded the procedural regulations governing the authorization of natural gas facilities and services. The regulations offer prospective applicants seeking to construct, operate or abandon natural gas facilities or services the option, in appropriate circumstances and prior to filing an application, of designing a collaborative process that includes environmental analysis and issue resolution.

Change in Burden: + 13,230 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0128
Title: Gas Pipeline Certificates: Environmental Impact Statement, FERC-577, RM98-16 Final Rule
Purpose of the Collection: FERC uses this information to evaluate the environmental affects of construction proposals and to help in the preparation of Environmental Assessments or Environmental Impact Statements. This implements statutory provisions of Section 102(2)(C) of the National Environmental Policy Act of 1969 (NEPA)(Pub. L 91-90).

Why Increase Occurred: Issuance of Final Rule RM98-16, Order No. 608, expanded the procedural regulations governing the authorization of natural gas facilities and services. The regulations offer prospective applicants seeking to construct, operate or abandon natural gas facilities or services the option, in appropriate circumstances and prior to filing an application, of designing a collaborative process that includes environmental analysis and issue resolution.

Change in Burden: + 13,580 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0128
Title: Gas Pipeline Certificates: Construction, Acquisition and Abandonment, FERC-577, RM98-17 Final Rule

Purpose of the Collection: FERC uses this information to evaluate the feasibility of jurisdictional natural gas pipeline proposals that involve acquisition, construction and/or operation of natural gas facilities.

Why Increase Occurred: Issuance of Final Rule RM98-17, Order No. 609, revised regulations to add certain landowner notification requirements to ensure that landowners affected by a pipeline's proposal to construct natural gas pipeline facilities have sufficient opportunity to participate in FERC's certificate process. The final rule also requires pipelines to conduct an abbreviated consultation with the National Marine Fisheries Service concerning essential fish habitat, as required by regulations implementing the Magnuson-Stevens Fishery Conservation and Management Act. Pipelines must also apply the Upland Erosion Control, Revegetation and Maintenance Plan and the Wetland and Waterbody Construction and Mitigation Procedures to activities conducted under the pipelines' construction certificates.

Change in Burden: +19,544 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0169
Title: Capacity Information, FERC-549B, RM98-10 Final Rule

Purpose of the Collection: Shippers of natural gas use this collection to release to other shippers who are seeking capacity information about firm transportation and storage capacity.

Why Increase Occurred: The proposed changes issued in Final Rule RM98-10 include initiatives to revise pipeline scheduling procedures, receipt and delivery point policies, and penalty policies. Under the proposed regulations, cost-based regulation would be eliminated for short-term transportation and replaced by regulatory policies intended to maximize competition in the short-term transportation market.

Change in Burden: +61,391 hours.

Agency: **Federal Energy Regulatory Commission**
OMB Control No.: 1902-0112
Title: Well Category Determinations, FERC-568 (Reinstatement)

Purpose of the Collection: This information collection provides procedures for jurisdictional agencies to file their determinations to FERC as to whether, as defined under NGPA Section 503, gas is qualified as Section 107(c) "high cost natural gas." The agency makes the initial determination and FERC can either affirm, reverse, remand, make a preliminary finding, or take no action.

Why Increase Occurred: The True Oil Co. v. Commissioner of Internal Revenue decision in 1999 has prompted FERC to reconsider its prior action in Order No. 567 that deleted its regulations implementing NGPA ceiling prices, and reinstate the regulations in order to permit qualifying parties to obtain the tax credit provided under Section 29 of the Internal Revenue Code.

Change in Burden: +10,818 hours.

Agency: Federal Trade Commission
OMB Control No.: 3084-0102
Title: Trade Regulation Rule Concerning Pay-Per-Call Services and Other Telephone-Billed Purchases (“Pay-Per-Call Rule”)
Purpose of the Collection: This collection discloses cost and other information regarding pay-per-call services so that consumers know in advance what charges they can expect to incur.
Why Increase Occurred: Most of the increase is due to program changes necessary to clarify or strengthen the Rule’s legal requirements and ensure that it remains effective and consistent with the purposes of the Telephone Disclosure and Dispute Resolution Act.
Change in Burden: +1,500,000 hours.

Agency: Nuclear Regulatory Commission
OMB Control No.: 3150-0195
Title: Voluntary Reporting of Performance Indicators
Purpose of the Collection: This information collection is used by nuclear power licensees to report to NRC events that exceed thresholds detailed in the regulations, such as 10 CFR 50.72, 50.73, Part 20, and Part 73. NRC uses this information to formulate appropriate responses to protect public health and safety.
Why Increase Occurred: In mid-1998, the nuclear industry offered to voluntarily send NRC selected performance attributes known as performance indicators (PIs) as part of a larger effort to improve the NRC’s oversight process. While the reporting of PIs will initially increase licensee burden, the burden is expected to be more than offset by the reduced effort of licensees to support NRC inspection activities. PIs will be transmitted electronically to reduce the burden on licensees and NRC staff.
Change in Burden: 13,860 hours.

Agency: Securities and Exchange Commission
OMB Control No.: 3235-0049
Title: Investment Advisers--Form ADV Under The Investment Advisers Act Of 1940
Purpose of the Collection: Investment advisers use this form to apply for registration with the Commission and to update their registrations.
Why Increase Occurred: The Division of Investment Management is considering recommending that the Commission propose revising Form ADV and related rules to better disclose information on advisers’ disciplinary history and to enhance the information provided to clients and prospective clients about the advisory relationship.
Change in Burden: +12,090 hours.

Agency: Securities and Exchange Commission
OMB Control No.: 3235-0158
Title: Rule 20a-1 Under The Investment Company Act Of 1940, Solicitation Of Proxies, Consents And Authorizations
Purpose of the Collection: Companies use this form for proxy activities, to meet the proxy solicitation and disclosure requirements of the Exchange Act and the 1940 Act. The collection enables investment companies (“funds”) to provide investors with information necessary to make informed decisions regarding the actions to be voted on.
Why Increase Occurred: Rule 20a-1 requires any person soliciting proxies for the election of fund directors to comply with Regulation 14A. The Commission has proposed amendments to Schedule 14A that would enhance disclosure in proxy solicitations for the election of directors.
Change in Burden: +10,000 hours.

Agency: Securities and Exchange Commission
OMB Control No.: 3235-0279

Title:	Records To Be Preserved By Certain Exchange Members, Broker And Dealers – Rule 17a-4
Purpose of the Collection:	This information collection has been amended to clarify and expand record keeping requirements with respect to purchase and sale documents, customer records, associated person records, customer complaints, and certain other matters.
Why Increase Occurred:	After the passage of the National Securities Market Improvement Act, states cannot have books and records requirements that are different or in addition to SEC rules. These changes were proposed after consultation with state securities regulators and reviewing comments from the industry.
Change in Burden:	+62,152 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0288
Title:	Form 20-F
Purpose of the Collection:	Foreign private issuers use this form to register securities under Section 12 of the Exchange Act and to file an annual or transition report.
Why Increase Occurred:	The Commission revised Form 20-F to conform to the international disclosure standards endorsed by the International Organization of Securities Commissions in 1998. The initial increased burden is expected to decrease significantly over time as foreign private issuers become familiar with the revised form.
Change in Burden:	+30,210 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0307
Title:	Form N-1A Under The Investment Company Act Of 1940, Registration Statement Of Open-End Management Investment Companies
Purpose of the Collection:	Open-end management investment companies use this form to register under the Investment Company Act and to register their securities under the Securities Act of 1933. The registration process provides disclosure to investors and potential investors to enable them to make investment decisions. The SEC uses the information filed on this form to verify compliance with the federal securities laws.
Why Increase Occurred:	The SEC has submitted for OMB approval an amendment to Form N-1A to enhance the information currently available about directors of open-end investment companies. The enhanced disclosure would enable investors to evaluate whether the directors can act as independent, vigorous, and effective representatives of shareholders. The SEC also estimates that the total annual burden of Form N-1A has increased because of an increase in the number of filings on the form .
Change in Burden:	+38,220 hours.
Agency:	Securities and Exchange Commission
OMB Control No.:	3235-0307
Title:	Form N-1A Under The Investment Company Act Of 1940, Registration Statement Of Open-End Management Investment Companies
Purpose of the Collection:	Open-end management investment companies use this form to register under the Investment Company Act and to register their securities under the Securities Act of 1933. The registration process provides disclosure to investors and potential investors to enable them to make investment decisions. The SEC uses the information filed on this form to verify compliance with the federal securities laws.
Why Increase Occurred:	The staff of the Division of Investment Management is evaluating whether to recommend that the SEC issue a proposed rule to require that mutual funds disclose after-tax returns.
Change in Burden:	+224,000 hours.

Agency: Social Security Administration
OMB Control No.: 0960-0603
Title: Form SSA-3373, Function Report - Adult, and Form SSA-3380, Function Report - Third Party
Purpose of the Collection: Claimants use this form to furnish medical and other evidence to prove that they are disabled, as stipulated by Sections 232(d)(5)(A) and 1631(e)(1) of the Social Security Act, as amended. SSA uses the information collected to meet the regulatory requirements and to record how the claimant's condition affects his or her ability to function.
Why Increase Occurred: SSA projects burden to increase due to the national implementation of forms SSA-3373 and SSA-3380, which were initially tested in limited areas. See offsetting burden reduction for OMB Number 0960-0555.
Change in Burden: +1,500,800 hours.

Agency: Social Security Administration
OMB Control No.: 0960-0604
Title: Form SSA-3370, Symptom Report
Purpose of the Collection: Claimants use this form to furnish medical and other evidence to prove that they are disabled, as stipulated by Sections 232(d)(5)(A) and 1631(e)(1) of the Social Security Act, as amended. SSA uses the information collected to meet the regulatory requirements and to record how the claimant's condition affects his or her ability to function. Adult claimants are measured on how symptoms affect their ability to function in a work setting, while a child is assessed on how the symptoms limit their ability to function. State adjudicators and Administrative Law Judges use this information to assess the effects of symptoms on functionality for determining disability under the Social Security Act.
Why Increase Occurred: SSA plans to implement form SSA-3370 nationally. It was initially tested in limited areas. See offsetting burden reduction for OMB Number 0960-0555.
Change in Burden: +893,333 hours.

Appendix A. Information Collection Budget Tables

In FY 1999, citizens spent an estimated 7.2 billion hours providing federal agencies the information needed to fulfill agency responsibilities. This appendix describes in aggregate terms how that number changed from FY 1998 and what the agencies expect to happen during FY 2000. It also provides further explanation of some of the terms used throughout this report to describe these changes.

Information Collection “Hours”

The aggregate totals presented in tables A.1 and A.2 are stated in terms of annual “hours needed.” In developing an information collection for public comment and OMB review, an agency estimates the amount of time a respondent will need provide the requested information. The estimated hours needed include the time spent reading and understanding the information collection itself and any instructions, as well as time spent compiling, recording, reviewing, and submitting the information.

We use the term “hours needed” in this report to emphasize that each agency, through internal review of the collection by the agency’s Chief Information Officer (CIO) and OMB review of the collection, has demonstrated that its collections are necessary to the proper performance of its statutory and programmatic responsibilities. Federal agencies may not collect information from the public without a well-defined need.

Information Collection Costs

In addition to hours, agencies are required to report any other costs that the public bears to provide information. Such costs may include the cost of mailing forms, the cost of computer systems necessary to collect or submit required information, and the fees that must accompany certain forms.

The 1995 PRA added such costs to the statutory definition of information collection burden. Because these costs are a relatively recent addition to agencies’ PRA accounting responsibilities, the agencies are still refining their estimation methods, which vary from agency to agency. The estimates of aggregate costs, provided in table A.3, should be viewed in this context.

Changes in the Hours Needed

The total hours needed to complete an agency’s information collections can change from year to year for a variety of reasons. OMB, through a computer system that tracks the information collections it reviews and approves, categorizes hour changes as resulting from either “program changes” or “adjustments.” The distinction between these two categories is the presence or absence of agency action. A program change results from an agency action of some type, such as adding or deleting questions from a form or reducing the frequency of reporting. An adjustment results from other factors that are beyond agency control. An example of an adjustment would be the increased number of tax filers reporting capital gains because of more people are participating in a strong stock market. OMB tracks approved information collections over time using this distinction in why hours change. The sum of the changes in these two categories accounts for all of the change between one fiscal year total and the next. The tables in this appendix list program changes and adjustments for each agency for FY 1999 and expected for FY

2000.

Program Changes: Program changes are hour changes that result from an agency action that affects the time required to complete an information collection. Such agency actions generally are deliberate. For example, an agency might change a regulation or re-design the collection form. The program changes include three different types of agency transactions:

- **Changes due to New Statutes.** These include the creation of new collections or the material revision or elimination of existing collections that an agency must undertake because a recent statute requires the action. For the purposes of this ICB, OMB instructed agencies to consider only statutes passed after January 1, 1995 as “recent.”
- **Changes due to Agency Action.** These include the creation of new collections or the material revision or elimination of existing collections that an agency undertakes without a specific and recent statutory mandate. This type of transaction includes changes due to new or revised policies and collections that are authorized but not explicitly required by statute.
- **Changes due to Lapse of OMB Approval.** This kind of transaction occurs when an agency allows OMB approval for a collection to expire even though the agency continues to conduct or sponsor the collection. The figures include the hours for the collection removed from the computer tracking system upon expiration as well as the hours added upon reinstatement. These lapses are reported in Appendix B.

OMB distinguishes between these three kinds of program changes through the preparation of the ICB and with the input of the agencies. In the tables in this report, however, only Changes due to New Statutes and Changes due to Agency Action are listed. The Changes due to Lapse of OMB Approval are not listed because they do not reflect changes to the time spent by the public on Federal information collections but rather agency failure to maintain OMB approval of an ongoing collection as requires by the PRA. Again, these lapses are captured in Appendix B.

Adjustments: Often the hours needed for a particular information collection will vary from year to year. For example, a strong economy leads to increased filing of tax returns. Increased immigration leads to a higher number of naturalization applications. Such circumstances can produce significant changes in aggregate burden hours. These changes are characterized as “adjustments.” Adjustments, while often having large effects on estimates, do not represent government efforts either to expand or reduce an information collection.

Explanation of the Tables

Table A.1 starts with the FY 1998 Totals, as printed in the FY 1999 Information Collection Budget of the United States Government.

The second column is “FY 1999 Program Changes,” as carried in the OMB computer tracking system and determined in consultation with the agencies. This column includes *all* program changes due to agency actions, due to new statutes, and due to lapses of OMB approvals. (Note: reduction in hours are noted in the tables with parenthesis.) The third column is FY 1999 Program Changes expressed as a percentage of the FY 1998 Total Hours Needed.

The fourth and sixth columns, “FY 1999 Changes Due to Agency Action” and “FY 1999 Changes Due to

New Statutes,” distinguish the cause for any noted changes. Any differences between the “FY 1999 Program Changes” and the sum of the “Agency Action” and “New Statutes” columns of “FY 1999 Changes Due to Agency Action” and “FY 1999 Changes Due to New Statutes” are due to lapses of OMB approval, which are detailed in Table B.1 in Appendix B.

The fifth and seventh column present “FY 1999 Changes Due to Agency Action” and “FY 1999 Changes Due to New Statutes” as a percentage of the total information collection hours in FY 1999. These percentages are calculated by dividing the “Agency Action” or “New Statutes” hours, respectively, by the total information collection hours currently being implemented. The current total hours are the FY 1998 total as a base, added to the hours due to lapses of OMB Approval (see Appendix B). This calculation is a more accurate measure of agency activity with respect to information collection.

The eighth column is “FY 1999 Adjustments,” as carried in the OMB computer tracking system and determined in consultation with the agencies. The sum of this column and the “FY 1999 Program Changes” is the difference between the FY 1999 Total and the FY 1998 Total. The ninth column presents FY 1999 Adjustments as a percentage of the FY 1998 Total.

The tenth column gives the “FY 1999 Total Hours Needed,” the sum of the hours needed for all collections approved by OMB on October 1, 1999.

Table A.2 is similar to Table A.1, except that describes anticipated changes, rather than those that have already taken place. Table A.2 starts from the FY 1999 Totals, as printed in Table A.1.

The second column, “FY 2000 Expected Program Changes,” includes all anticipated program changes due to agency actions, new statutes, and possible lapses of OMB approvals. The columns “FY 2000 Expected Changes Due to Agency Action” and “FY 2000 Expected Changes Due to New Statutes” distinguish the types of program changes expected.

The eighth column, “FY 2000 Expected Adjustments,” is determined in consultation with the agencies. The sum of this column, “FY 2000 Expected Program Changes,” and “FY 1999 Total Hours Needed” yields “FY 2000 Expected Total Hours Needed.” These are the total hours that the agencies and OMB expect will be needed for all approved information collections in effect on October 1, 2000.

Table A.1: Information Collection Totals
(millions of hours)

	FY 1998 Total Hours Needed	FY 1999 Program Changes	FY 1999 Changes Due to Agency Action	FY 1999 Changes Due to New Statutes	FY 1999 Adjustments	FY 1999 Total Hours Needed
Government Total	6,951.14	189.02	18.40	163.84	43.71	7,183.86
Government Total, excluding Treasury	1,248.90	24.79	4.23	13.84	1.09	1,274.78
Departments						
Agriculture	71.95	(8.32)	(1.32)	0.16	4.05	67.68
Commerce	13.49	0.82	0.78	0.06	0.01	14.32
nonperiodic	6.80	0.40	0.36	0.06	0.01	7.21
periodic	6.69	0.42	0.42	0.00	0.00	7.11
Defense	119.00	(7.00)	(7.02)	0.00	(0.27)	111.73
Education	40.90	6.47	6.30	0.17	(5.30)	42.07
Energy	4.46	0.02	0.02	0.00	0.01	4.48
Health and Human Services	139.31	12.94	(0.10)	8.83	12.11	164.35
Housing and Urban Development	18.48	1.15	0.58	0.96	0.11	19.75
Interior	4.57	(0.21)	(0.16)	0.23	0.00	4.36
Justice	25.82	11.37	1.29	1.57	(0.60)	36.59
Labor	199.00	0.85	0.57	0.00	(3.88)	195.96
State	28.90	(0.04)	0.02	0.00	0.00	28.85
Transportation	138.75	0.38	(0.32)	0.70	0.88	140.00
Treasury	5,702.24	164.23	14.17	150.00	42.61	5,909.07
Veterans Affairs	2.64	2.63	0.11	0.01	0.00	5.27
Agencies						
EPA	119.18	2.02	1.98	0.04	(2.29)	118.91
FAR	24.42	(0.54)	(0.54)	(0.00)	(0.46)	23.42
FCC	30.34	3.18	2.32	0.78	(1.03)	32.49
FDIC	7.56	(0.02)	(0.01)	0.00	0.43	7.97
FEMA	4.68	0.20	(0.00)	0.00	0.10	4.97
FERC	5.54	(1.52)	(1.52)	0.00	(0.04)	3.98
FTC	126.98	0.02	0.02	0.00	(0.44)	126.56
NASA	7.71	(0.37)	(0.37)	0.00	0.00	7.34
NSF	4.73	(0.00)	(0.00)	0.00	0.01	4.74
NRC	9.67	(0.03)	(0.03)	0.00	(0.12)	9.51
SEC	75.67	2.17	2.16	0.01	(1.27)	76.56
SBA	3.07	(1.40)	(0.20)	0.00	(0.00)	1.67
SSA	22.08	0.05	(0.32)	0.32	(0.90)	21.22

* Government Total does not include hours needed by Federal agencies subject to the Paperwork Reduction Act but not subject to OMB Bulletin 98-09. These agencies needed approximately 16.0 million hours in FY 1998.

** The FY 1998 Total Hours Needed for the Department of State is adjusted, as described in the FY 1998 ICB, appendix B.

**Table A.2: FY 2000 Information Collection Totals
(millions of hours)**

	FY 1999 Total Hours Needed	FY 2000 Expected Program Changes		FY 2000 Expected Changes Due to Agency Action		FY 2000 Expected Changes Due to New Statutes		FY 2000 Expected Adjustments		FY 2000 Expected Total Hours Needed
Government Total	7,183.86	176.93	2.5%	79.64	1.1%	34.56	0.5%	86.42	1.2%	7,447.20
Government Total, excluding Treasury	1,274.78	127.06	10.0%	28.49	2.1%	35.83	2.7%	(86.49)	-6.8%	1,315.35
Departments										
Agriculture	67.68	16.72	24.7%	(0.89)	-1.1%	3.34	4.1%	3.22	4.8%	87.62
Commerce	14.32	22.81	159.3%	22.79	158.7%	(0.01)	-0.1%	1.06	7.4%	38.19
nonperiodic	7.21	0.68	9.4%	0.65	9.0%	(0.01)	-0.1%	1.06	14.7%	8.95
periodic	7.11	22.14	311.5%	22.14	311.5%	0.00	0.0%	0.00	0.0%	29.24
Defense	111.73	0.41	0.4%	0.40	0.4%	0.00	0.0%	(17.65)	-15.8%	94.49
Education	42.07	0.15	0.4%	1.64	3.9%	(1.49)	-3.5%	0.47	1.1%	42.69
Energy	4.48	0.00	0.0%	0.00	0.0%	0.00	0.0%	(0.01)	-0.2%	4.48
Health and Human Services	164.35	34.92	21.2%	13.79	7.8%	9.29	5.3%	1.19	0.7%	200.46
Housing and Urban Development	19.75	4.79	24.3%	0.55	2.3%	(0.01)	-0.1%	0.05	0.2%	24.59
Interior	4.36	0.57	13.1%	0.14	2.9%	0.03	0.7%	0.05	1.2%	4.99
Justice	36.59	0.61	1.7%	0.42	1.1%	0.01	0.0%	(0.21)	-0.6%	36.99
Labor	195.96	3.65	1.9%	0.71	0.4%	2.41	1.2%	(21.16)	-10.8%	178.44
State	28.85	0.11	0.4%	0.00	0.0%	0.00	0.0%	0.00	0.0%	28.97
Transportation	140.00	46.22	33.0%	4.62	2.7%	13.42	8.0%	0.34	0.2%	186.57
Treasury	5,909.07	49.87	0.8%	51.15	0.9%	(1.28)	0.0%	172.90	2.9%	6,131.85
Veterans Affairs	5.27	1.54	29.1%	0.94	16.1%	0.00	0.0%	0.00	0.0%	6.80
Agencies										
EPA	118.91	8.73	7.3%	8.07	6.8%	0.66	0.6%	(2.47)	-2.1%	125.18
FAR	23.42	(3.62)	-15.4%	(3.62)	-15.4%	0.00	0.0%	0.00	0.0%	19.80
FCC	32.49	(2.82)	-8.7%	(4.16)	-12.8%	1.34	4.1%	1.57	4.8%	31.24
FDIC	7.97	0.00	0.0%	0.00	0.0%	0.00	0.0%	(0.30)	-3.8%	7.67
FEMA	4.97	1.42	28.6%	0.28	4.7%	0.13	2.1%	0.01	0.1%	6.40
FERC	3.98	(0.98)	-24.5%	(0.98)	-24.5%	0.00	0.0%	(0.00)	-0.1%	3.01
FTC	126.56	1.72	1.4%	(4.98)	-3.9%	6.70	5.3%	(52.11)	-41.2%	76.17
NASA	7.34	(0.35)	-4.8%	(0.35)	-4.8%	0.00	0.0%	0.00	0.0%	6.99
NSF	4.74	(0.04)	-0.8%	(0.04)	-0.8%	0.00	0.0%	(0.04)	-0.8%	4.66
NRC	9.51	0.01	0.1%	0.01	0.1%	0.00	0.0%	(0.15)	-1.6%	9.38
SEC	76.56	(12.30)	-16.1%	(12.30)	-16.1%	0.00	0.0%	(0.10)	-0.1%	64.17
SBA	1.67	1.22	72.7%	(0.11)	-3.5%	0.01	0.3%	(0.23)	-13.5%	2.66
SSA	21.22	1.56	7.4%	1.56	7.4%	0.00	0.0%	(0.03)	-0.1%	22.76

Table A.3: Information Collection Totals
(millions of dollars)

	FY 1999 Estimated Total Cost Burden	FY 2000 Expected Total Cost Burden
Government Total	\$ 78,839.4	\$ 79,334.4
Government Total, excluding Treasury	\$ 78,494.3	\$ 78,955.8
Departments		
Agriculture	\$ 1.0	\$ 1,374.5
Commerce	\$ 39.6	\$ 40.1
Defense	\$ 41.9	\$ 1.3
Education	\$ 13.6	\$ 22.2
Energy	\$ 303.9	\$ 303.7
Health and Human Services	\$ 332.6	\$ 423.7
Housing and Urban Development	\$ 3,245.6	\$ 247.7
Interior	\$ 27.4	\$ 61.4
Justice	\$ 1,664.4	\$ 1,783.7
Labor	\$ 2,900.6	\$ 3,761.0
State	\$ 1.2	\$ 8.2
Transportation	\$ 7,279.6	\$ 7,838.8
Treasury	\$ 345.2	\$ 378.7
Veterans Affairs	\$ 0.0	\$ 0.0
Agencies		
EPA	\$ 9,679.9	\$ 9,695.1
FAR	\$ 28,764.1	\$ 28,752.4
FCC	\$ 3,368.0	\$ 3,360.2
FDIC	\$ -	\$ -
FEMA	\$ 3.4	\$ 24.9
FERC	\$ 223.0	\$ 166.0
FTC	\$ 205.3	\$ 109.1
NASA	\$ 12,814.9	\$ 12,799.5
NSF	\$ 0.6	\$ 0.6
NRC	\$ 27.1	\$ 27.1
SEC	\$ 7,301.7	\$ 7,568.9
SBA	\$ 254.6	\$ 551.0
SSA	\$ -	\$ 12.2

Appendix B. Paperwork Reduction Act Compliance

The Paperwork Reduction Act of 1995

The Paperwork Reduction Act of 1995 (PRA) requires federal agencies to request OMB approval before collecting information from the public. The 1995 PRA seeks to minimize the amount of paperwork the public is required to complete for federal agencies. At the same time, however, the PRA also recognizes that good information is essential to agencies' ability to successfully serve the public. To that end, the PRA gives OMB the responsibility to evaluate the agency's information collection request by weighing the practical utility of the information to the agency with the burden it imposes on the public. In its review, OMB talks to the agency about how to strike the right balance.

The Chief Information Officer (CIO) in each agency should have in mind the big picture of what information the agency needs and how it collects, manages, and uses that information. The CIO is to oversee the agency's planning and decisions about what new collections of information are needed, and what existing collections should be extended or discontinued. The development of an information collection is an involved process and requires careful planning. First and foremost, agencies need to think carefully about what information is needed, from whom, and how best to get it. Once they have made those decisions, they need to estimate the amount of time members of the public would spend providing the information as designed. Agencies then publish the proposed collection in the Federal Register for a 60-day public comment period.

After reviewing the public comment and revising the proposed collection as appropriate, agencies submit the information collection request to OMB for review, discussion, and approval (or disapproval). In seeking OMB's approval, the agency needs to demonstrate that the collection of information is the most efficient way of obtaining information necessary for the proper performance of the agency's functions, that the collection is not duplicative of others the agency already maintains, and that the agency will make practical use of the information collected. The agency also must certify that a proposed information collection "reduces to the extent practicable and appropriate the burden" on respondents,⁴ including, for small business, local government, and other small entities, the use of the techniques outlined in the Regulatory Flexibility Act.⁵

The public has further opportunity to comment on a proposed collection once it has been submitted to OMB, at which point the agency publishes a notice in the Federal Register advising the public on how to comment to OMB about the information collection request. The public – during OMB's review and at any other time – is to have opportunity to make its views known concerning any Federal data collection, both as to its perceived practical utility and the reporting burdens involved.

OMB can approve a data collection for no more than three years, at which point the agency must re-submit the collection for re-approval. Many collections are periodic and may be approved for only a single usage before revision and re-approval. When OMB grants approval for a collection, it issues a "control number," which is displayed on the collection itself (for example, in the upper right corner of

⁴ 44 U.S.C. 3506(c)(3)(C).

⁵ 5 U.S.C. chapter 6.

the form, "OMB No. xxxx-xxxx").

Monitoring Agencies' Compliance with the PRA

To help the public and the agencies monitor compliance with the information collection provisions of the PRA, OMB annually publishes a list of violations of the PRA and its implementing regulation.⁶ OMB published such a list in the ICBs for FY1998 (Appendix A) and FY1999 (Appendix B), and does so again in this Appendix.

Many of the violations listed here are in fact lapses of OMB approval for ongoing collections. On average, OMB desk officers review and approve over 3,200 information collections each year. The inventory of approved information collections government-wide identifies over 7,600 on an ongoing basis. The OMB approval for roughly 1,000 of these expires each year, and agencies subsequently request OMB extend approval to approximately 800 of those 1,000. If an agency fails to submit a request for re-approval before its existing approval expires, then that collection lapses and is automatically deleted from OMB's inventory of approved information collections.

Sometimes, however, an agency continues to use a collection for which the OMB approval has expired. This is a violation of the PRA. If the approval has lapsed, the agency needs to submit an appropriate request to OMB to reinstate approval of the collection. To help agencies monitor upcoming expirations and plan accordingly for either discontinuing the collection or requesting continued OMB approval of its implementation, OMB each month sends the agencies a list identifying which collections will expire within 150 days. Staff turn-over can make agencies' compliance with the PRA more difficult to manage, so OMB offers training to agency PRA staff to help them understand the importance of and procedures for complying with the PRA.

Agencies' Efforts to Mitigate PRA Violations in FY 1999

In the FY 1999 ICB, OMB described its plan to work with agencies and their CIOs to correct existing PRA violations and prevent future ones. To help both the agencies and the public monitor the status of information collections, OMB announced that it would modify its web site to provide the public up-to-date information about the review and approval status of information collections. A visitor to the OMB web site at <<http://www.whitehouse.gov/OMB/>>, under the topic "Information and Regulatory Policy," can review an entry for information collections currently under review by OMB and recently expired. This listing is updated daily. The visitor also can review the entire OMB inventory of approved information collections, which includes for each entry the expiration date for the OMB approval.

After the FY 1999 ICB was published, OMB made further efforts to work with the CIOs to prevent future PRA violations. The FY 1999 ICB documented 872 lapses of OMB approval and other violations of the Paperwork Reduction Act, more than 370 of which remained unresolved as of May 1999. OMB then wrote to the President's Management Council and each of the CIOs, stating that "this situation is unacceptable; we must fix it immediately and prevent it from happening again." These memoranda requested agencies to provide a timetable to resolve each violation listed in the FY 1999 ICB, and to "describe your procedures by which the Chief Information Officer will prevent future violations, both through the monthly review of OMB's computer-generated reports and through general oversight of and participation in the agency's programmatic functions." For the full text of these memoranda, see Appendix C.

Agencies responded to this memorandum by working with OMB staff to resolve existing violations and

⁶ 44 U.S.C. 3514(a)(2)(A)(ii).

by describing for OMB how they would prevent future PRA violations. A summary of these plans and efforts follows:

Agriculture: To improve compliance with the PRA, USDA's CIO directed her staff to use OMB's monthly reports as a basis for discussing with Agency Information Collection Coordinators the status of the renewal process for each expiring collection and for monitoring Agency progress. The CIO also directed her staff to train program staff of the need to obtain and maintain approval for information collections and of the consequences of collecting information without valid approvals.

In 1999, the CIO also instituted a new process for expired collections. If an ongoing collection expires, CIO staff prepares a memorandum to the appropriate Agency Administrator describing the violation and requesting a timetable for remediation. The memo also includes a list of upcoming expirations for the agency. The memo draws senior management's attention to the issues so that they can take appropriate action to avoid further violations.

Commerce: Commerce has a good history of resolving violations as soon as they are identified. The PRA staff, with the support of the CIO, is able to encourage Department bureaus to ensure that OMB approval for a collection does not lapse. To improve their management, the CIO has begun sending memoranda based on OMB's monthly reports to senior management on an "as needed basis" to inform them of expiring paperwork requirements and to remind them of their obligations under the Act.

Defense: The Department maintains a department-wide automated inventory of all OMB-approved information collections. DOD uses the inventory to monitor the collections on a regular basis. Program units within DOD receive monthly "early warning" reports that identify specifically which collections will expire during the next six months.

Education: The Education Department (ED) has taken several important steps to prevent ongoing collections from expiring. First, ED has either reinstated or officially terminated each violation identified in the FY 1999 ICB. ED also has begun issuing each principle office within the Department a monthly report on the status of ongoing collections. The report lists all unresolved violations, expected expirations, the number and status of "emergency" clearance requests, paperwork burden reduction efforts, data quality improvement activities, training activities on information management and processes, and emerging information collection requirements for the future. ED's CIO is to review this report every month with each Assistant Secretary.

Energy: Energy's CIO is responsible for both forms management and information collection. Within the CIO's office, the Office of Information, Records, and Resource Management (OIRRM) is assigned the day-to-day responsibility of working with the appropriate program offices to carry out the Department's information collection activities. OIRRM reviews all information collection activities during the annual ICB process to ensure that collections are not scheduled to expire. The Department also reviews OMB's monthly reports to prevent inadvertent expirations of information collection requests.

HHS: During the past year, HHS has made progress in avoiding new expirations of existing collections, particularly in the Health Care Financing Administration. Importantly, the Department, in consultation with OMB, has identified and resolved several violations involving newly adopted collections.

Of particular note within HHS are the efforts taken by FDA. FDA re-engineered its PRA approval process to eliminate a historical backlog of expired collections and to position the Agency to maintain its fully compliant status. In re-engineering its PRA process, FDA encouraged the programs to consider

information collection issues during regulatory planning meetings, to conduct further staff training on PRA compliance, and to expand use of web-based technology to share information, tools, and templates with internal (agency) and external (industry) customers. FDA is working closely across its programs, with other parts of HHS, and with OMB to sustain the effort.

HUD: Under direction from HUD's CIO, PRA staff has worked to strengthen review processes and better coordinate with HUD program offices. HUD continues to work on an automated ICB tracking system that will help it coordinate and manage its information collection activities.

Interior: The Department of Interior is working to prevent future PRA violations by training staff, better tracking and scheduling renewals, improving guidance documents, and focusing resources on potential problem areas. Interior has trained several DOI bureaus on PRA requirements and the process for requesting OMB approval of information collections. The Department also has developed a guidance, now on its web site, that explains in detail how to request OMB approval; the Department plans to append this guidance with a Frequently Asked Questions section based on the bureaus' experience applying the guidance over the past two years. The Department forwards to the bureaus the monthly OMB reports and subsequently discusses the reports with OMB. The Office of Surface Mining Reclamation and Enforcement has a computerized tracking program that helps them manage their collections more efficiently, and has offered to share this system with other bureaus. Finally, the Department has identified website surveys as a potential problem area for new violations, and is developing a special education program for bureau personnel to address this issue.

Justice: The Department of Justice has implemented several changes to ensure it complies with the PRA. The CIO has automated and standardized some elements of the PRA requirements. A full-time Justice Management Division employee has been appointed and trained to review and process information collection requests. The Department has standardized documents and memoranda used in the PRA process. It is deploying the Justice Consolidated Office Network, with internet access, to all workstations to improve staff's ability to monitor and communicate about information collections. Justice and OMB began exchanging information electronically in February 1999, which is helping the agency receive and instantly disseminate OMB reports throughout the Department. Lastly, the CIO has installed a Management Information System to track the status of each information collection during each step of the review and approval process.

Labor: To prevent future PRA violations, the Departmental Clearance Officer will meet monthly with agency clearance officers in order to more closely monitor the status of collections as their expiration dates approach. Labor plans to notify OMB by e-mail of their intent to discontinue a collection.

State: After a comprehensive review of all of its information collection activities, State developed an internal database and tracking program and put in place a process by which staff give nine-month warning of pending expirations, to ensure there are no lapses in approval.

Transportation: DOT has established procedures for avoiding PRA violations. Of particular note is their monthly report to their Deputy Secretary (and all operating administrations (OAs)) about any expired collections. The procedures effectively alert the OAs of expiring reports and generally ensure that there is adequate time to complete the proper PRA process for renewing a collection.

Treasury: Treasury has a plan in place to prevent violations and has demonstrated success in this area. Treasury reported four resolved FY 1999 violations in its submission for this ICB. When a collection is due to expire within 120 days, the PRA management office contacts the appropriate Treasury bureau

and offices and requests a schedule for re-submission for OMB approval. The CIO also has indicated that he plans to (1) brief bureau CIOs about the need to prevent future violations and (2) educate Treasury offices about PRA requirements.

VA: VA continues to improve PRA compliance in new rulemakings and in incorporating all mandated disclosure statements on its forms. This disclosure statement points out that if the information collection does not display a valid OMB control number, the respondent is not obligated to respond and cannot be penalized for not responding.

EPA: To avoid the expiration of OMB approval for ongoing information collections, EPA maintains a comprehensive tracking system to help notify program office contacts of the key action dates necessary to keep their information collections properly approved. If a program office experiences a delay in the submission of a request to extend or change an existing information collection, the agency submits a request to OMB for emergency extension of the collection's approval until the clearance package can be delivered to OMB for review. EPA has identified only two violations since OMB began tracking violations in the FY 1998 ICB.

FAR: The FAR's existing procedures have prevented Lapses of OMB approval for any FAR collections.

FCC: The FCC has instituted new procedures to eliminate future Paperwork Reduction Act violations. Each monthly report from OMB is forwarded electronically to all bureaus and offices in the Commission to alert them of pending expirations. As an additional safeguard, in 1999 the Commission implemented a new internal procedure to notify each bureau or office by e-mail five to ten days before the end of the month that an information collection is about to expire. The e-mail requests the bureau or office to take action. FCC has found this new procedure to be working effectively to prevent PRA violations.

FDIC: FDIC reported two resolved FY 1999 violations in its ICB submission. FDIC tracks approved collections and notifies program managers when their collections are due to expire within 150 days. PRA and program staff work together to prepare PRA submissions to OMB. PRA staff also monitors the monthly OMB inventory reports and reviews the OMB website daily to verify that OMB has received FDIC's PRA submissions.

FERC: The CIO of FERC has delegated authority to the Commission's Clearance Officer (CO) to comply with the PRA. The Clearance Officer coordinates the Commission's information collection activities with its program offices, other federal agencies, and the public. Each of the Commission's program offices has a designated information collection coordinator responsible for evaluating PRA collection requests, whether new, revised, or for reinstatement. The Clearance Officer provides the program coordinators OMB's monthly report. The Clearance Officer also provides each program office a quarterly report to allow sufficient time for assessing any continued need for expiring collections and devoting resources for desired collection renewals. The CO also prepares a directory of the Commission's data collections, which is posted on the Commission's web site. This helps both Commission staff and the public get information about and monitor the status of the Commission's collections. FERC's system works well – in 12 years, FERC has only had one violation.

FTC: The agency has never had any known PRA violations since the 1995 PRA. FTC's General Counsel's office has done excellent work in monitoring compliance and ensuring that there is adequate time to perform all the necessary steps for renewing information collections before they expire.

NASA: NASA's existing procedures have satisfactorily prevented Lapses of OMB approval for its

collections, reporting only 2 quickly resolved lapses in the FY 1999 ICB and none this ICB.

NSF: The National Science Foundation takes its PRA responsibilities very seriously and carefully monitors its database of current and expiring collections. In FY 1999, two ongoing collections expired but NSF immediately sought OMB reinstatement of their approval. NSF plans to continue its diligent compliance with the PRA.

NRC: The CIO requires each office director and regional administrator to designate an information management coordinator to serve as the contact for all the information collection activities for the office. The coordinators evaluate the supporting documentation for identified information collections and coordinate with CIO staff on new, revised, and renewed information collections. The CIO sends each office a quarterly schedule of clearances to be renewed to ensure that each office has adequate time to plan the resources needed to assess the continued need for the collections and to prepare to renew them if necessary. For all continuing collections, the CIO reviews OMB's monthly reports to ensure that OMB's and NRC's records are in agreement and that any necessary renewal actions have been initiated for expiring collections.

SEC: The Securities and Exchange Commission has a management structure in place to manage compliance with the PRA. Each rule-making division of SEC, in addition to the Office of the Chief Accountant and the Division of Enforcement, has a PRA coordinator assigned to develop and organize the submission of information collection packages. The coordinators work with each other and the Office of the General Counsel to implement the PRA and ensure that submissions accurately reflect the information SEC is required to collect or disclose. General Counsel distributes to staff and regularly updates a handbook on complying with the PRA, in accordance with OMB guidance and procedures. The handbook is issued to the PRA coordinators and the rule-making divisions, ensuring that information collections created by proposed regulatory actions are quickly identified and forwarded to the proper personnel. General Counsel helps staff and management apply the handbook. The Chief Information Clearance Officer issues monthly notices of expiring collections and instructs each PRA coordinator to update these information collection packages and submit them to the CIO's Office. These packages are due 150 days before their expiration date, allowing sufficient time for internal review and the issuance of 60-day and 30-day notices before they are submitted to OMB.

SSA: The Social Security Administration's various offices are routinely informed of PRA requirements through staff meetings and an annual reminder issued during preparation of SSA's Information Collection Budget submission to OMB. SSA encourages paperwork, printing, publication, and procurement staff to work with the agency's paperwork clearance office to prevent violations. SSA has a system to prevent PRA violations by notifying program offices well in advance of upcoming expirations of OMB approvals and then monitoring and tracking the preparation and submission of approval requests to OMB. Finally, the agency reviews regulations under development as well as impending legislation in order to identify potential information collection activities.

PRA Violations

Section 5(C) of OMB Bulletin No. 99-06 (September 17, 1999) asked each agency to document its compliance with the information collection provisions of the PRA. Appendix B of OMB Bulletin No. 99-06 indicated that OMB is required to report to Congress all violations of the PRA and its implementing regulations.

Agencies were asked to report (1) the title of the information collection, (2) the nature of the violation,

and (3) how the violation was discovered and remedied. The violations reported are described in three lists. This lists document 704 violations of the Paperwork Reduction Act, only 228 of which remain unresolved as of March 15, 2000 (the cut-off date for preparing these lists). This is a substantial improvement over the unresolved violations identified in the FY 1999 ICB.

The first list, “FY 1999 Lapses in OMB Approval, Resolved as of March 15, 2000,” identifies by agency (and agency division) those ongoing collections of information for which OMB approval had expired. The Departments of Justice and Veterans Affairs both have a significant number of entries on this table, 89 and 93, respectively. This high number reflects significant progress during the last year resolving these problems.

The second list, “FY 1999 Lapses in OMB Approval, Unresolved as of March 15, 2000,” identifies ongoing agency use of an expired information collection. Agencies with a large number of entries include the Departments of Agriculture and Housing and Urban Development. The Department of Veterans Affairs also has a large number of unresolved lapses.

The third list, “FY 1999 Violations: Collections without OMB approval or modified without OMB approval,” identifies 89 agency uses of an information collection (or substantive or material modification thereof)⁷ without having first obtained OMB approval under the PRA.

⁷ “An agency may not make a substantive or material modification” of an already approved collection of information without obtaining OMB approval for that modification. 44 U.S.C. 3507(h)(3), 5 CFR 1320.5(g).

**Table B.1: FY 1999 Lapses in OMB Approval
Resolved as of March 15, 2000**

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
<i>Department of Agriculture</i>				
Animal and Plant Health Inspection Service				
0579-0084	Tuberculosis	12/31/1998	7/26/1999	
0579-0088	Domestic Quarantines	12/31/1996	8/2/1999	
Farm Service Agency				
0560-0006	Peanut Quota Regulations for the 1996-2002 Crops	8/31/1997	1/18/2000	
0560-0016	Application for FSA County Employment	10/31/1998	9/30/1999	
0560-0025	Farm Reconstitutions	10/31/1997	3/15/2000	
0560-0074	Cotton Loan Program	1/31/1998	10/1/1999	
0560-0082	Conservation and Environmental Program	7/31/1997	3/30/1999	
0560-0146	Debt Settlement Policies and Procedures	7/31/1996	3/24/1999	
0560-0148	Importer Assessments	12/31/1996	12/29/1998	
0560-0155	Implementation of Preferred Lender Program and Streamlining of guaranteed Regulations	7/31/1998	12/29/1998	
0560-0157	Insured Farm Ownership Loan Policies, Procedures, and Authorizations	5/31/1998	2/11/1999	
0560-0159	Emergency Loan Policies, Procedures, and Authorizations	8/31/1997	9/27/1999	
0560-0163	Small Farmer Outreach, Training, and Technical Assistance	12/31/1998	9/30/1999	
0560-0164	Disaster Set-Aside Program	8/31/1998	3/22/1999	
0560-0176	Request for Aerial Photography	10/31/1997	3/24/1999	
0560-0179	Livestock Indemnity Program	1/31/1998	11/12/1999	
0560-0182	Tobacco Marketing Quota Referenda Ballot	9/30/1998	9/7/1999	
0560-0191	Flood Compensation Program	5/31/1999	9/21/1999	
0560-0193	Small Hog Operation Payment Program	7/31/1999	8/9/1999	
Food and Nutrition Service				
0584-0005	Special Milk Program for Children	12/31/1998	8/24/1999	
0584-0025	Civil Rights Title VI - Collection Reports	12/31/1998	9/30/1999	
0584-0037	Report of Coupon Issuance and Commodity Distribution for Disaster Relief	9/30/1997	12/3/1998	
0584-0052	Affidavit of Return or Exchange of Food Coupons	11/30/1997	11/18/1998	
0584-0067	State Administrative Expense Funds	9/30/1998	9/21/1999	
0584-0479	Waiver Guidance for Food Stamp Time Limits	6/30/1997	2/5/1999	
Food Safety and Inspection Service				
0583-0090	Ante-Mortem and Post-Mortem Inspection	11/30/1997	3/15/2000	
Foreign Agricultural Service				
0551-0008	Request for Vessel Approval	9/30/1998	4/12/1999	
0551-0026	FAS/Cooperator Foreign Market Development Program	12/31/1998	6/27/1999	
0551-0031	List of Commodities by Firm Available for Exporting	10/31/1998	5/24/1999	
Forest Service				
0596-0085	Forest Products Free Use Permit, Forest Products Removal Permit and Cash Receipt, and forest Products Sale Permit and Cash Receipt	8/31/1997	1/4/1999	
0596-0097	Interpretive Association Annual Report	6/30/1997	8/20/1999	
0596-0099	Application for the Senior Community Service Employment Program	6/30/1997	5/26/1999	
0596-0120	Stewardship Incentive Program	6/30/1998	7/14/1999	
0596-0128	Recreational Participation and Environmental Activity Survey	2/29/1996	10/19/1999	
0596-0129	The Day Use Study	9/30/1996	10/18/1999	
Office of the Chief Financial Officer				
0505-0001	Advisory Committee Membership Background Information	11/30/1998	12/21/1998	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
Rural Business-Cooperative Service				
0570-0015	Rural Development Loan Servicing	4/30/1998	3/30/1999	
Rural Housing Service				
0575-0018	Civil Rights Compliance Requirements	8/31/1997	2/1/1999	
0575-0045	Farm Labor Housing Loan and Grant Policies, Procedures, and Authorizations	7/31/1998	1/29/1999	
0575-0064	Certificates of Beneficial Ownership and Insured Notices	11/30/1997	4/30/1999	
0575-0127	Application Certification, Federal Collection Policies for Consumer or Commercial Debts	11/30/1997	3/24/1999	
0575-0166	Single-Family Housing	9/30/1999		11/19/1999
Rural Utilities Service				
0572-0001	Prospective Large Power Service	8/31/1999	3/15/2000	
0572-0003	Accounting Requirements for RUS Telephone Borrowers	10/31/1998	3/15/2000	
0572-0015	Financial Requirement and Expenditure Statement	9/30/1997	9/27/1999	
0572-0051	Request for Mail List Data	11/30/1997	7/20/1999	
0572-0105	Demand Side Management and Integrated Resource Plan	6/30/1997	7/16/1999	
Department of Commerce				
Bureau of Export Administration				
0694-0107	National Defense Authorization Act	7/31/1998	10/15/1998	
International Trade Administration				
0625-0061	Commercial News USA	12/31/1998	5/26/1999	
0625-0105	Petition Format for Requesting Relief Under the U.S. Antidumping Duty Law	9/30/1998	5/26/1999	
0625-0118	Information on Articles for Physically or Mentally Handicapped Persons Imported Free of Duty	6/30/1998	10/15/1998	
0625-0143	Information Service Order Form	12/31/1998	5/26/1999	
0625-0200	Antidumping and Countervailing Duties Procedures for Initiation of Downstream Product Monitoring	9/30/1998	11/26/1999	
0625-0217	User Satisfaction Surveys	12/31/1998	5/26/1999	
Minority Business Development Agency				
0640-0002	Automated Business Enterprise Locator System	12/31/1998	8/11/1999	
0640-0007	Narrative Reporting Require.	11/30/1998	11/26/1999	
National Oceanic and Atmospheric Administration				
0648-0145	Deep Seabed Mining Reg for Exploration License	11/30/1998	5/26/1999	
Patent and Trademark Office				
0651-0012	Admittance to Practice and Roster of Registered Patent Attorneys and Agents Admitted to Practice Before the PTO	8/31/1999	12/7/1999	
0651-0016	Rules for Patent Maintenance Fees	7/31/1999	12/7/1999	
0651-0027	Changes in Patent and Trademark Practices	12/31/1998	5/3/1999	
Department of Defense				
Defense Finance and Accounting Service				
0730-0001	Child Annuitant's School Certification	12/31/1995	3/1/1999	
Department of the Air Force				
0701-0001	Application for Training Leading to a Commission in the USAF	1/31/1998	3/1/1999	
0701-0026	Nomination for Appointment to the United States Military Academy, Naval Academy, and Air Force Academy	5/31/1998	10/29/1998	
0701-0087	Air Force Academy Precandidate Questionnaire	9/30/1998	12/7/1998	
0701-0125	Nutritional Medicine Service Patient Evaluation	6/30/1996	6/24/1999	
0701-0126	Food/Exercise Diary	6/30/1996	6/24/1999	
0701-0130	Nutritional Assessment and Dietary Intake	5/31/1997	6/24/1999	
0701-0133	Motor Vehicle Traffic Accident Report	5/31/1997	3/1/1999	
0701-0135	Medical Treatment Facility Incident Statement	9/30/1997	6/24/1999	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
Department of the Army				
0702-0018	Uniform Tender Rates and/or Charges for Transportation	1/31/1996	11/29/1998	
0702-0022	Tender of Service and Letter of Intent	10/31/1995	10/29/1998	
0702-0027	Signature and Tally Record	5/31/1997	10/29/1998	
0702-0060	Pre-Candidate Procedures	2/28/1998	6/24/1999	
0702-0061	Candidate Procedures	2/28/1998	8/13/1999	
0702-0062	Offered Candidate Procedures	2/28/1998	6/24/1999	
0702-0083	Application for the U.S. Army ROTC 2-year and 3-year Scholarship	8/31/1998	2/28/1999	
0702-0088	Freight Carrier Qualification Statement/Required Documents	3/31/1998	10/29/1998	
Department of the Navy				
0703-0029	Application for Commission or Warrant Rank, USN or USNR	9/30/1999	12/1/1999	
Departmental and Others				
0704-0006	Request for Verification of Birth	9/30/1998	12/7/1998	
0704-0056	Tender of Service, Mobile Homes	3/31/1998	11/3/1998	
0704-0167	Request for Reference	1/31/1994	10/29/1998	
0704-0221	Request for Visit Authorization	12/31/1997	5/11/1999	
0704-0295	Reimbursement Information, Psychiatric Residential Treatment Centers Serving Children and Adolescents	1/31/1994	4/30/1999	
0704-0320	Procurement Technical Assistance Cooperative Agreement Performance Report	4/30/1997	4/30/1999	
0704-0364	Continued Health Care Benefit Program (CHCBP) Application	5/31/1995	6/30/1999	
0704-0377	Industrial Capabilities Questionnaire	6/30/1998	4/30/2000	
0704-0384	DoD Request for Personnel Security Investigation	9/30/1998	8/11/1999	
Office of the Assistant Secretary for Health Affairs				
0720-0003	Statement of Personal Injury; Possible Third-Party Liability, CHAMPUS	9/30/1997	6/30/1999	
0720-0008	TRICARE Enrollment Application Form	9/30/1998	11/23/1999	
U.S. Army Corps of Engineers				
0710-0007	Terminal and Transfer Facilities Survey	8/31/1998	11/16/1998	
0710-0008	Lock Performance Monitoring System (PMS) Waterway Traffic Report	7/31/1998	12/3/1998	
Department of Education				
Office of Special Education and Rehabilitative Services				
1820-0017	Annual Vocational Rehabilitation Program/Cost Report	9/30/1997	12/14/1998	
Office of Vocational and Adult Education				
1830-0026	Adult Education State Plan	11/30/1994	1/29/1999	
Department of Health and Human Services				
Administration for Children and Families				
0970-0004	Annual Statistical Report on Children in Foster Homes and Children in Families Receiving Payments in Excess of the Poverty Income Level from a State Program Funded under Part A of...	5/31/1998	1/5/1999	
0970-0034	Refugee and Entrant Unaccompanied Minor Placement Report Refugee and Entrant Unaccompanied Minor Progress Report	6/30/1999	11/4/1999	
0970-0036	Quarterly Performance Report	12/31/1998	7/6/1999	
0970-0037	Low-Income Home Energy Assistance Program Quarterly Allocation Estimates	6/30/1998	11/16/1998	
0970-0123	Runaway and Homeless Youth Management Information System (MIS)	12/31/1994	10/5/1999	
0970-0137	Family Preservation Family Support (FP/FS) and Services Implementation Study, State Level Data Collection	3/31/1999	6/21/1999	
0970-0140	Head Start Fellows Program	7/31/1999	10/21/1999	
0970-0163	Child Care and Development Fund Quarterly Financial Report	12/31/1998	4/1/1999	
0970-0165	Temporary Assistance for Needy Families Quarterly Financial Report, ACF-196	10/31/1998	4/19/1999	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
0970-0174	Native Employment Works (NEW) Program Plan Guidance and Report Requirements	6/30/1998	3/4/1999	
0970-0181	Child Support Enforcement Program Financial Report, Child Support Enforcement Program Quarterly Report of	8/31/1999	12/15/1999	
Centers for Disease Control and Prevention				
0920-0006	Application of Excludability under Immigration and Nationality Act	9/30/1998	12/4/1998	
0920-0009	National Disease Surveillance Program — I. Case Reports	11/30/1996	2/4/2000	
Food and Drug Administration				
0910-0001	New Drug and Antibiotic Regulations	11/30/1989	11/18/1998	
0910-0012	Veterinary Adverse Drug Reaction, Lack of Effectiveness, Product Defect Report	4/30/1997	12/17/1998	
0910-0117	Investigational Use of New Animal Drugs	12/31/1997	1/8/1999	
0910-0120	Premarket Notification Submission (510(k)), Subpart E	8/31/1993	10/29/1998	
0910-0124	Establishment and Product License Application	6/30/1998	11/29/1998	
0910-0139	Current Good Manufacturing Practice; Proposed Amendment of Certain Requirements for Finished Pharmaceuticals	2/29/1996	6/21/1999	
0910-0213	Specific Product Requirements, Electronic Products	6/30/1998	12/3/1998	
0910-0230	Adverse Drug Experience Reporting	5/31/1996	5/3/1999	
0910-0231	Premarket Approval of Medical Devices	4/30/1999	8/11/1999	
Health Care Financing Administration				
0938-0027	Request for Certification as a Supplier of Portable x-ray and Portable x-ray Survey Report Form under the Medicare/Medicaid Program...	5/31/1999	8/30/1999	
0938-0065	Request for Certification in the Medicare and/or Medicaid Program to Provide Outpatient Physical Therapy and/or Speech Pathology Services Outpatient Physical Therapy/Speech...	5/31/1999	8/30/1999	
0938-0354	Annual Early and Periodic Treatment Services (EPSDT) Participation Report	3/31/1999	6/30/1999	
0938-0490	Criteria for Medicare Coverage of Heart Transplants	12/31/1997	9/30/1999	
0938-0680	Field Testing of the Uniform Needs Assessment Instrument: Small-Scale Trial Phase 2	1/31/1998	7/1/1999	
0938-0738	National Medicare Education Program (NMEP) Community Survey	3/31/1999	9/12/1999	
0938-0763	The Adjusted Community Rate Proposal (ACRP) M+C Plan Benefit Package	9/30/1999	3/13/2000	
Health Resources and Services Administration				
0915-0061	Progress Reports for Continuation of Training Grants	12/31/1997	11/18/1998	
Indian Health Service				
0917-0009	Indian Health Service Medical Staff Credentials and Privileges Files	10/31/1998	8/13/1999	
Office of Human Development Services				
0980-0047	Child and Family Services Plan (CFSP), Annual Progress and Services Review, and Annual Budget Expense Request And Estimated Expenditures -- CFS-101	12/31/1998	5/25/1999	
0980-0141	State Plan for Foster Care and Adoption Assistance Title IV-E of the Social Security	8/31/1999	9/29/1999	
0980-0180	Certification of Maintenance of Effort	6/30/1995	10/2/1998	
0980-0242	Appeal Procedures for Head Start Grantees and Current or Prospective Delegate Agencies	8/31/1998	8/25/1999	
0980-0243	Head Start Grants Administration	9/30/1998	8/26/1999	
Department of Housing and Urban Development				
Government National Mortgage Association				
2503-0009	Schedule of Subscribers and GNMA II Contractual Agreement	9/30/1998	5/18/1999	
2503-0016	Transmittal, Resolution of Board of Directors, Servicing Agreement GNMA	9/30/1998	3/16/1999	
2503-0031	Customer Satisfaction Survey	6/30/1998	11/3/1998	
Office of Community Planning and Development				
2506-0117	Consolidated Plan for Community Development	12/31/1998	6/1/1999	
2506-0154	Base Closure Community Redevelopment and Homeless Assistance	12/31/1998	3/23/1999	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
Office of Housing				
2502-0001	Personal Financial and Credit Statement	9/30/1998	11/1/1999	
2502-0052	Statement of Profit and Loss	9/30/1998	3/22/1999	
2502-0057	Eligibility of Non-Profit Corporation	11/30/1997	3/18/1999	
2502-0098	Financial Statement	6/30/1998	3/1/1999	
2502-0122	Application for Designation of Fee Personnel	11/30/1997		9/30/1999
2502-0187	Requisition for Disbursement of 202 Loan Funds	6/30/1998	3/17/1999	
2502-0243	Land Sales Registration	5/31/1998	1/11/1999	
2502-0267	Section 202 Supportive Housing for the Elderly Application	6/30/1998	7/26/1999	
2502-0331	Project Application	6/30/1995	3/12/1999	
2502-0404	Single Family Mortgage Instruments	8/31/1998	3/25/1999	
2502-0416	Request for Termination of Multifamily Insurance	5/31/1998	11/18/1999	
2502-0418	Statement of Taxes	8/31/1998	3/18/1999	
2502-0462	Section 811 Supportive Housing for Persons with Disabilities	6/30/1998	6/9/1999	
2502-0483	Section Repayment Agreement	5/31/1998	9/19/1999	
2502-0512	Automated Clearinghouse Title I Insurance	5/31/1998	10/30/1998	
Office of Lead-Based Paint and Poison Prevention				
2539-0013	NOFA Local Lead Hazard Awareness Campaign	7/31/1998	10/19/1998	
2539-0014	NOFA National Lead Hazard Awareness Campaign	8/31/1998	10/19/1998	
Office of Public and Indian Housing				
2577-0200	Mortgage Credit Analysis for Loan Guarantee Program	12/31/1997	12/9/1998	
Office of the Secretary				
2501-0013	HOME Investment Partnership	11/30/1997	11/25/1998	
Policy Development and Research				
2528-0142	Section 8 Random Digit Dialing Fair Market Rent Telephone Surveys	11/30/1998	1/20/1999	
<i>Department of Interior</i>				
Bureau of Indian Affairs				
1076-0017	BIA Financial Assistance and Social Sciences Program- 25 CFR Part 20	6/30/1993	6/8/1999	
1076-0018	Tribal Colleges Grant Application Form - 25 CFR 41	6/30/1993	9/28/1999	
1076-0062	Application for Training, form BIA-3205	12/31/1992	5/26/1999	
1076-0096	Education Contracts under Johnson-O'Malley Act Application - 25 CFR 273	7/31/1993	7/14/1999	
1076-0105	Tribal Colleges Annual Report Form - 25 CFR 41	8/31/1993	9/28/1999	
1076-0106	Higher Education Annual Report - 25 CFR 40, Subchapter E	1/31/1991	9/22/1999	
1076-0107	Indian School Equalization Program Student Transportation Form	1/31/1991		7/21/1999
1076-0112	Contents of Reassumption Petition	11/30/1993	6/22/1999	
1076-0120	Adult Education Annual Report Form	10/31/1997	8/16/1999	
1076-0131	Indian Child Welfare Act Quarterly Report	1/31/1996	12/7/1998	
1076-0134	Student Transportation Form	9/30/1997	7/21/1999	
1076-0135	Reporting System for PL 102-477 Demonstration Project	3/31/1998	1/12/1999	
Bureau of Land Management				
1004-0114	Recordation of Location Notices and Annual Filings for Mining Claims	9/30/1999	12/22/1999	
Fish and Wildlife Service				
1018-0010	Mourning Dove Call-Count Survey	11/30/1995	10/24/1998	
1018-0019	North American Woodcock Singing Ground Survey	12/31/1995	10/24/1998	
1018-0070	Incidental Take of Marine Mammals During Specified Activities Application	2/28/1994	10/24/1998	
Office for Equal Opportunity				
1091-0001	DOI Applicant Background Survey	6/30/1999	1/20/2000	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
<i>Department of Justice</i>				
Federal Bureau of Investigation				
1110-0004	Full-Time Law Enforcement Employees as of October 31	4/30/1998	7/28/1999	
1110-0005	Age, Sex, and Race of Persons Arrested Over 18 and Under 18 Years of Age.	5/31/1999	7/28/1999	
1110-0006	Law Enforcement Officers Killed or Assaulted	3/31/1996	7/28/1999	
1110-0008	Monthly Return of Arson Offenses Known to Law Enforcement	4/30/1998	7/28/1999	
1110-0009	Analysis of Law Enforcement Officers Killed or Assaulted	2/28/1998	7/28/1999	
1110-0021	Post-Graduate Evaluation of the FBI National Academy Survey Booklet	10/31/1996	4/9/1999	
1110-0026	Federal Firearms Licensee Enrollment Form	12/31/1998	9/9/1999	
General Administration				
1103-0027	Universal Hiring Grant Program Application	5/31/1998	11/13/1998	
1103-0058	TRUST '99	7/31/1999	8/11/1999	
1103-0061	COPS Count Survey	8/31/1999	2/26/1999	
Immigration and Naturalization Service				
1115-0007	Request for Verification of Naturalization	12/31/1998	10/15/1999	
1115-0009	Application for Naturalization	9/30/1998	11/18/1998	
1115-0011	Request for Information from Selective Service	12/31/1998	10/15/1999	
1115-0015	Application for Replacement Naturalization Citizen	1/31/1998	9/17/1999	
1115-0018	Application for Certificate of Citizenship	12/31/1998	5/4/1999	
1115-0019	Application for Nonresident Alien's Mexican Border Crossing Card	9/30/1998	7/27/1999	
1115-0029	Guarantee of Payment	2/28/1998	9/20/1999	
1115-0035	Application for Transfer of Petition of Naturalization	12/31/1997	5/7/1999	
1115-0037	Waiver of Rights, Privileges, Exemptions, and Immunities	12/31/1998	4/16/1999	
1115-0042	Application for Waiver of Passport and/or Visa	12/31/1997	5/4/1999	
1115-0049	Petition to Classify Orphan as an Immediate Relative Application for Advance Processing of Orphan Petition	12/31/1998	4/26/1999	
1115-0053	Application to Register Permanent Residence or Adjust Status-- Supplement A to Form I-485	1/31/1998	3/17/1999	
1115-0055	Application for Stay of Deportation or Removal	7/31/1998	11/13/1998	
1115-0057	Registration for Classification as a Refugee	7/31/1999	10/15/1999	
1115-0059	Waiver of Foreign Residence Requirement	12/31/1998	4/5/1999	
1115-0063	Baggage and Personal Effect of Detained Alien	7/31/1998	4/5/1999	
1115-0068	Notice to Student or Exchange Visitor	10/31/1997	5/25/1999	
1115-0070	Petition for Approval of School for Attendance of Nonimmigrant Students	9/30/1998	10/7/1999	
1115-0073	Application to Payoff or Discharge Alien Crewman	1/31/1998	5/26/1999	
1115-0077	Arrival and Departure Record	11/30/1997	7/12/1999	
1115-0085	Immigration Bond	12/31/1987	7/13/1999	
1115-0093	Application to Extend/Change Nonimmigrant Status	12/31/1997	7/23/1999	
1115-0098	Application by Refugee for Waiver of Grounds of Excludability	12/31/1998	4/26/1999	
1115-0099	Application for Admission to Reapply for Admission into the United States	9/30/1998	9/20/1999	
1115-0108	Supplementary Statement for Graduate Medical Trainees	12/31/1997	5/25/1999	
1115-0115	Alien Address Report Card	9/30/1998	9/20/1999	
1115-0117	Petition for Amerasian, Widow(er), or Special Immigrant	1/31/1998	1/29/1999	
1115-0118	Affidavit of Financial Support and Intent to Petition for Legal Custody of Amerasian	9/30/1998	10/7/1999	
1115-0122	Document Verification Request	3/31/1998	2/1/1999	
1115-0128	Intracompany Transferee Certificate of Eligibility	1/31/1998	10/19/1999	
1115-0129	Application for Temporary Replacement Card	12/31/1998	6/7/1999	
1115-0130	Change of Address Card	12/31/1998	10/15/1999	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
1115-0132	Application for Waiver of Grounds of Excludability	12/31/1998	4/16/1999	
1115-0135	Notice of Appeal	9/30/1998	4/16/1999	
1115-0136	Employment Eligibility Verification	1/31/1999	2/16/1999	
1115-0140	Guam Visa Waiver Agreement	12/31/1998	4/21/1999	
1115-0142	Immigration User Fee	9/30/1998	2/3/1999	
1115-0145	Petition to Remove the Conditions on Residence	1/31/1998	1/14/1999	
1115-0148	Visa Waiver Nonimmigrant Arrival/Departure Document	12/31/1998	4/26/1999	
1115-0152	Application for Certificate of Citizenship on Behalf of an Adopted Child	11/30/1997	5/7/1999	
1115-0154	Certificate of Satisfactory Pursuit	9/30/1998	10/7/1999	
1115-0155	Application to Adjust Status from Temporary to Permanent Resident	9/30/1998	10/7/1999	
1115-0162	Request for the Return of Original Documents	9/30/1998	2/26/1999	
1115-0163	Application for Employment Authorization	4/30/1998	2/23/1999	
1115-0166	Application for Voluntary Departure Under the Family Unity Program	10/31/1997	11/30/1999	
1115-0180	Request for Hearing on a Decision in Naturalization Processing under Sec. 336	12/31/1998	4/26/1999	
1115-0182	Guidelines on Producing Master Exhibits for Asylum Applications	9/30/1998	6/7/1999	
1115-0183	Notice of Immigration Pilot Program	9/30/1998	5/20/1999	
1115-0184	Emergency Law Enforcement Assistance	9/30/1998	6/10/1999	
1115-0190	Petition by Entrepreneur to Remove Conditions	12/31/1998	9/20/1999	
1115-0192	Telephone Verification System (TVS) Phase II Pilot Non-Citizen Employees Employment Status Report	9/30/1998	12/15/1998	
1115-0196	Interagency Alien Witness and Informant Record	9/30/1998	10/19/1999	
1115-0197	ABC Change of Address Form and Special Filing Instructions for ABC Class Members	7/31/1998	8/23/1999	
1115-0203	Application for Transmission of Citizenship Through a Grandparent	12/31/1997	6/1/1999	
1115-0204	Re-engineered Foreign Students and Schools Pilot Program	8/31/1998	12/11/1998	
1115-0219	Fax Request Form from Benefit Agency to INS for Confirmation of Status of I-130, Petition and Fax Request Form from Benefit Agency to EOIR for Confirmation of Status, OMB-14	9/30/1998	1/29/1999	
1115-0220	Liberian Deferred Enforced Departure Form, I-765D	8/31/1998	9/29/1999	
1115-0224	Attestation of Alien and Memorandum of Creation of Record, I-895	3/31/1999		2/28/1999
Legal Activities				
1105-0052	Claims Under the Radiation Exposure Compensation Act	2/28/1998	11/10/1998	
1105-0063	Data Base of Offender Job Training and Placement Service Providers	9/30/1998	7/28/1999	
1105-0064	Appeal Fee Waiver Request	9/30/1998		7/19/1999
1105-0065	Notice of Appeal to the Board of Immigration Appeals of Decision of Immigration Judge	9/30/1998		7/19/1999
1105-0066	Change of Address Form	9/30/1998		7/19/1999
Office of Justice Programs				
1121-0024	Claim for Death Benefits	9/30/1998	5/5/1999	
1121-0025	Report of Public Safety Officers Death	9/30/1998	5/5/1999	
1121-0095	National Survey of Indigent Defense Systems	12/31/1983	11/10/1998	
1121-0100	1999 Census of Jails	3/31/1994	5/5/1999	
1121-0115	Victims of Crime Act, Crime Victim Assistance Grant Program, Performance Report	9/30/1998	7/28/1999	
1121-0130	National Judicial Reporting Program	12/31/1997	3/3/1999	
1121-0140	EEO Program Guidelines	1/31/1998	9/15/1999	
1121-0148	Denial of Federal Benefits for Drug Offenders	9/30/1998	5/24/1999	
1121-0166	Report of Public Safety Officers Permanent and Total Disability	8/31/1994	11/13/1998	
1121-0170	Crime Victim Compensation State Certification Form	4/30/1995	3/22/1999	
1121-0184	School Crime Supplement	12/30/1995	11/10/1998	

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1121-0185	Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act	3/31/1998	12/9/1998	
1121-0217	State Identification Systems Formula Grant Program Application	11/30/1997	3/23/1999	
1121-0220	Application for Federal Law Enforcement Dependents Assistance	1/31/1998	5/5/1999	
1121-0223	Crime Mapping Survey	3/31/1998	8/20/1999	
1121-0233	Certification of Compliance with Eligibility Requirements of Grants to Combat Violent Crimes Against Women on Campuses	8/31/1999	10/15/1999	
<i>Department of Labor</i>				
Employment and Training Administration				
1205-0015	Application for Alien Employment Certification	6/30/1999	11/22/1999	
1205-0134	Forms for Agricultural Recruitment System of Services to Migratory Workers	7/31/1999	12/10/1999	
1205-0350	Standardized Participant	6/30/1996	10/16/1998	
1205-0385	Welfare to Work Formula/Competitive Quarterly Status Report	6/30/1999	12/28/1999	
Mine Safety and Health Administration				
1219-0024	Application for Waiver of Surface Facilities Requirements	8/31/1998	12/8/1998	
1219-0030	Main Fan Operation and Inspection - 30 CFR 57.22204	8/31/1996	11/13/1998	
1219-0037	Noise Data Report Form and Calibration Records (30 CFR 70.506, 70.507, 70.508, 70.509, 71.801, 71.803 and 71.804)	9/30/1998	10/4/1999	
1219-0073	Record of Mine Closure	8/31/1998	10/18/1999	
Occupational Safety and Health Administration				
1218-0110	Consultation Agreements	10/31/1994	6/10/1999	
1218-0203	Permit-required Confined Spaces	6/30/1999	8/31/1999	
Pension and Welfare Benefits Administration				
1210-0053	ERISA Claims Procedure	9/30/1998	7/2/1999	
<i>Department of State</i>				
1400-0007	Application for Federal Employment	6/30/1998	10/28/1998	
1405-0002	Application for Registration, Forms DSP-0009 and DSP-0009a	3/31/1996	1/19/1999	
1405-0003	Application/License for Permanent Export of Unclassified Defense Articles and Technical Data, Form DSP-0005	12/31/1995	1/19/1999	
1405-0008	Registration/Application for Foreign Service Examination, Form DSP-0024	6/30/1991	6/23/1999	
1405-0013	Application/License for Temporary Import of Unclassified Defense Articles, Form DSP-0061	12/31/1995	1/19/1999	
1405-0021	Nontransfer and Use Certificate, Form DSP-0083	3/31/1996	1/19/1999	
1405-0022	Application/License for Permanent/Temporary Export or Temporary Import of Classified Defense Articles and Related Technical Data, Form DSP-0085	12/31/1995	1/19/1999	
1405-0023	Application/License for Temporary Export of Unclassified Defense Articles, Form DSP-0073	12/31/1995	1/19/1999	
1405-0025	Statement of Political Contributions, Fees, or Commissions in Connection with Sale of Defense Articles or Services, Form Rpt.-0017	3/31/1996	1/19/1999	
1405-0036	Overseas Schools Questionnaire, Information Regarding Professional Staff, Overseas Summary Budget Information, Overseas Schools Request for Assistance	7/31/1998	10/28/1998	
1405-0051	Authority to Export Defense Articles and Defense Services Sold under the Foreign Military Sales Program, Form DSP-0094	3/31/1996	1/19/1999	
1405-0076	Application for Assistance under The Hague Convention for International Child Abductions (DSP-105)	8/31/1995	11/12/1999	
1405-0080	Application for Consideration (Visa Program), Form Rprt-6	9/30/1994		3/1/1999
1405-0082	Petition to Classify Special Immigrant Under INA 203(B)(4) (DSP-1884)	2/28/1995	8/23/1999	
1405-0092	Application for Amendment to License for Export or Import of Classified or Unclassified Defense Articles and Related Technical Data, Form DSP-0119	12/13/1995	1/19/1999	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
1405-0093	Request for Approval of Manufacturing License Agreements, Form Rprt-18	3/31/1996	1/19/1999	
1405-0096	Nonimmigrant Fiancé(e) "K" Visa Application, Form OF-156K	2/29/1996	12/15/1998	
1405-0098	Supplemental Registration For The Diversity Immigrant Visa (DSP-122)	3/31/1997	11/26/1999	
1405-0100	Application for A, G, NATO Visa, Form DS-1648	5/31/1997	11/12/1999	
<i>Department of the Treasury</i>				
1505-0123	Survey of Foreign Portfolio Investment in the United States	3/30/1997	10/4/1999	
Financial Crimes Enforcement Network				
1506-0005	Currency Transaction Report by Casinos	11/30/1997	2/17/1999	
Office of Thrift Supervision				
1550-0098	Privacy and Accuracy of Customer Information	3/30/1999	7/14/1999	
<i>Department of Transportation</i>				
Federal Highway Administration				
2125-0196	Time Records	10/31/1998		10/31/1999
<i>Department of Veterans Affairs</i>				
2900-0001	Veterans Application for Compensation or Pension	9/30/1998	10/16/1998	
2900-0003	Application for Burial Benefits	5/31/1998	11/1/1999	
2900-0009	Disabled Veterans Application for Vocational Rehabilitation, VA Form 28-1900	5/31/1998	8/20/1999	
2900-0011	Application for Cash Surrender or Policy Loan, VA Form 29-1546	5/31/1997	10/16/1998	
2900-0014	Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification or Status, VA Form 28-1905	9/30/1998	8/25/1999	
2900-0020	Designation of Beneficiary	7/31/1998	10/23/1998	
2900-0022	Notice of Intention to Foreclose, VA Form 26-6851	4/30/1997		9/30/1999
2900-0024	Insurance Deduction Application, VA Form 29-888	8/3/1998	8/25/1999	
2900-0027	Application for Accrued Benefits by Veterans Surviving Spouse	7/31/1996	6/18/1999	
2900-0028	Application for Service Representatives for Placement on Mailing List, VA Form 3215	9/30/1998	11/2/1999	
2900-0032	Report and Certification of Disbursement	7/31/1998	10/23/1998	
2900-0033	Application for Reinstatement, VA Form 29-353	5/31/1997	3/30/1999	
2900-0036	Statement of Disappearance, VA Form 21-1775	12/31/1996	1/22/1999	
2900-0038	Information From Remarried Widower	7/31/1996	1/22/1999	
2900-0041	Compliance Inspection Report, VA Form 26-1839	5/31/1998	10/16/1998	
2900-0043	Declaration of Status of Dependents, VA Form 21-686c	3/31/1998	1/27/1999	
2900-0046	Statement of Heirs for Payment of Credits Due Estate of Deceased Veteran, VA FL 29-596	6/30/1998	10/16/1998	
2900-0047	Financial Statement	5/31/1999	8/25/1999	
2900-0049	Request for Approval of School Attendance, VA Forms 21-674 and 21-674c	9/30/1998	11/2/1999	
2900-0052	Report of Medical Examination for Disability Evaluation	7/31/1996	6/21/1999	
2900-0057	School Attendance Report, VA Form 21-674b	4/30/1998	6/21/1999	
2900-0060	Claim for Life Insurance Proceeds, (NSLI & USGLI), Invitation and Claim for One Sum Payment (NSLI & USGLI), Claim for Monthly Installments (NSLI), and Claim for Monthly Installments (USGLI), VA Forms 29-4125, 29-4125a, 29-4125b, 29-4125k, and 29-764	6/30/1998	1/11/1999	
2900-0061	Request for Supplies, VA Form 1905m	9/30/1998	11/2/1999	
2900-0064	Application for Amounts Due Estate of Persons Entitled to Benefits, VA Form 21-609	9/30/1998	8/20/1999	
2900-0065	Request for Employment Information in Connection With Claim	7/31/1996	6/21/1999	
2900-0066	Request to Employer for Employment Information in Connection with Claim for Disability Benefits, VA FL 29-459	1/31/1998	10/23/1998	
2900-0068	Application for Service - Disabled Insurance, VA Forms 29-4364 and 29-4364-1	4/30/1997	8/20/1999	
2900-0075	Statement in Support of Claim	8/31/1996	6/21/1999	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
2900-0076	Request to Creditor Regarding Applicant's Indebtedness, VA FL 26-250	9/30/1998	1/11/1999	
2900-0077	Court-Appointed Fiduciary's Account, VA Form 21-4706c	9/30/1998		9/30/1999
2900-0085	Appeal to Board of Veterans' Appeals; Withdrawal of Services by a Representative; Fee Agreement; Motion for Review Expenses; Request for Change in Hearing Date; and Motion for Reconsideration	7/31/1998	6/18/1999	
2900-0091	Application for Health Benefits and Yearly Reapplication of Health Benefits — Title 38, CFR Sections 17.36(d)(1) and 17.36(d)(4)(iii)	7/31/1998	10/23/1998	
2900-0094	Supplement to VA Forms 21-526, 21-534 and 21-535 (For Philippine Claims)	9/30/1998	1/22/1999	
2900-0095	Pension Claim Questionnaire for Farm Income, VA Form 21 -4165	12/31/1996	1/22/1999	
2900-0103	Application for Dependency and Indemnity Compensation by Child, VA Form 21-4183	6/30/1997	3/9/1999	
2900-0111	Statement of Purchaser or Owner Assuming Seller's Loan, VA Form 26-6382	8/31/1998	1/27/1999	
2900-0115	Supporting Statement Regarding Marriage, VA Form 21-4171	9/30/1998	6/18/1999	
2900-0116	Notice of VA on Incarcerated Veteran	8/31/1996	8/25/1999	
2900-0123	Federal Fiduciary's Account, VA Form 21-4706b	9/30/1998		9/30/1999
2900-0128	Notice of Lapse, VA Forms 29-398 and 29-398-1	6/30/1998	3/30/1999	
2900-0129	Supplemental Disability Report, VA Form 29-30a	9/30/1998	1/22/1999	
2900-0138	Request for Details of Expenses, VA Form 21-8049	9/30/1998	1/11/1999	
2900-0143	Offer to Rent on Month-to-Month Basis and Credit Statement of Prospective Tenant, VA Form 26-6725	7/31/1998	10/16/1998	
2900-0144	HUD/VA Addendum To Uniform Residential Loan Application, and Uniform Residential Loan Application, VA Form 26-1805a and Freddie Mac 65/Fannie Mae Form 10003	6/30/1998	10/23/1998	
2900-0148	Notice of Past Due Payment, VA Form 29-389e	9/30/1998	1/27/1999	
2900-0149	Application for Conversion, VA Form 29-0152	7/31/1998	1/11/1999	
2900-0153	Disability Benefits Questionnaire, VA Forms 29-8313 and 29-8313-1	7/31/1998	10/16/1998	
2900-0160	Aid to States for Care of Veterans in State Homes	9/30/1996	1/8/1999	
2900-0162	Monthly Certification of Flight Training, VA Form 22-6553c	8/31/1998	1/11/1999	
2900-0168	Request for Estate Information, VA Form 21-439	7/31/1998	1/22/1999	
2900-0179	Application for Change of Permanent Plan (Medical), VA Form 29-1549	6/30/1998	1/11/1999	
2900-0196	Report of Automatic Manufactured Home and/or Lot Loan, VA Form 26-8149	1/31/1997		9/30/1999
2900-0202	Application for Ordinary Life Insurance (Age 70), and Information About Modified Life Insurance Reduction and Replacement Features (Age 70), VA Forms 29-8485a and 29-8701	6/30/1998	10/23/1998	
2900-0205	Application for Employment and Appraisal of Applicant for Title 38 Positions, VA Forms 10-2850, 10-2850A, 10-2850B, 10-2850C and FL 10-341A	9/30/1998	2/9/2000	
2900-0212	Veterans Mortgage Life Insurance Statement, VA Form 29-8691	6/30/1998	10/12/1998	
2900-0216	Application for Reimbursement from Accrued Amounts Due a Deceased Beneficiary, VA Form 21-601	8/31/1998	8/20/1999	
2900-0234	Request to Mortgage Company for Amount of Unpaid Mortgage, VA Form 29-712	7/31/1998	10/6/1998	
2900-0252	Application for Authority to Close Loans on an Automatic Basis-Non Supervised Lenders, VA Form 26-8736	4/30/1998	10/16/1998	
2900-0253	Nonsupervised Lenders Nomination and Recommendation of Credit	5/31/1999	8/25/1999	
2900-0255	Application for Dependency and Indemnity Compensation or Death Pension (Including Accrued Benefits where Applicable) from the Department of Veterans Affairs, VA Form 21-4182	9/30/1998	1/22/1999	
2900-0270	Financial Counseling Statement, VA Form 26-8844	6/30/1998	5/3/1999	
2900-0317	Request for Identifying Information Re: Veteran's Loan Records, VA Form 26-626	6/30/1998	10/16/1998	
2900-0324	Supplemental Physical Examination Report, VA Form 29-8100 (Series)	9/30/1998	6/18/1999	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
2900-0342	Apprenticeship and On-The-Job Training Agreement and Standards, and Employer's Application to Provide Training, VA Forms 22-8864 and 22-8865	5/31/1998	10/6/1998	
2900-0355	Verification of Pursuit of Course	5/31/1999	8/25/1999	
2900-0387	Request for Verification of Deposit, VA Form 26-8497a	4/30/1998	10/6/1998	
2900-0390	Application of Surviving Spouse or Child For REPS Benefits (Restored Entitlement Program for Survivors), VA Form 21-8924	7/31/1998	6/21/1999	
2900-0394	Certification of School Attendance-REPS, VA Form 21-8926	4/30/1997	10/16/1998	
2900-0404	Veterans Application for Increased Compensation	11/3/1997	1/22/1999	
2900-0405	REPS Annual Eligibility Report, VA Form 21-8941	9/30/1998	9/20/1999	
2900-0408	Manufactured Home Loan Claim Under the Guaranty (Manufactured Home Unit Only), Combination Loan (Manufactured Home Unit and Lot or Lot Only), and Records Maintained by Holders of Loans, VA Forms 26-8629 and 26-8630	2/28/1998	9/20/1999	
2900-0463	Notice of Waiver of VA Compensation or Pension to Receive Military Pay and Allowance, VA Form 21-8951	9/30/1998	5/28/1999	
2900-0466	Certification of Balance on Deposit, VA Form 27-4718a	9/30/1998		9/30/1999
2900-0467	Mortgage Status Information, VA Form 26-8982	6/30/1998		9/30/1999
2900-0469	Certificate Showing Residence and Heirs of Deceased Veteran or Beneficiary, VA Form 29-541	9/30/1998	1/22/1999	
2900-0477	Notice of Default and Intention to Foreclose, VA Form 26-6850a	5/31/1997		9/30/1999
2900-0492	Vamatic Authorization	4/30/1996	8/20/1999	
2900-0496	Claim For Veterans Mortgage Life Insurance, VA Form 29-0549	9/30/1998	3/9/1999	
2900-0500	Status of Dependents Questionnaire, VA Form 21-0538	3/31/1998	1/22/1999	
2900-0501	Veterans Mortgage Life Insurance Inquiry, VA Form 29-0543	8/31/1998	6/21/1999	
2900-0503	Veterans Mortgage Life Insurance Change of Address Statement, VA Form 29-0563	9/30/1998	6/21/1999	
2900-0505	Collection of Government Funds Via Credit Card, VA Form 4-5579	6/30/1998		9/30/1999
2900-0507	Medical Information for Reinstatement, VA Form 29-762	9/30/1998	1/27/1999	
2900-0509	Veterans Mortgage Life Insurance Health Statement	8/31/1998		9/30/1999
2900-0510	Application for Exclusion of Children's Income, VA Form 21-0571	8/31/1998	1/22/1999	
2900-0519	Locality Pay System Survey, Department of Veterans Affairs Nurses Pay Act of 1990, VA Form 10-032	8/31/1998	8/25/1999	
2900-0529	Study of Reproductive Health Outcomes Among Women Vietnam Veterans	9/30/1998		9/30/1999
2900-0541	Customer Service/Lender Survey	6/30/1998		9/30/1999
2900-0545	Report of Medical, Legal, and other Expenses Incident to Recovery for Injury or Death	9/30/1998	6/21/1999	
2900-0556	Patient Advance Directive	3/31/1998	6/21/1999	
2900-0558	National Health Survey of Gulf War Era Veterans and their Families	9/30/1998		9/30/1999
2900-0561	Study of Environmental Health and Persian Gulf War Syndrome, VA Form 10-20989(NR)	5/31/1997		9/30/1999
2900-0582	Request for IRS 1099-MISC Tax Collection and Federal 1057 Socio-Economic Status	4/30/1998		9/30/1999
<i>Environmental Protection Agency</i>				
Air and Radiation				
2060-0314	National Emission Standards for Hazardous Air Pollutants: Aerospace Manufacturing and Rework Operations	1/31/1999	2/19/1999	
<i>Federal Communications Commission</i>				
3060-0059	Statement Regarding the Importation of Radio Frequency Devices Capable of Causing Harmful Interference	7/31/1997	6/11/1999	
3060-0207	Test of the Emergency Broadcast System and Radio Monitoring and Attention Signal Transmission Requirements — Sections 73.961 and 73.932	2/28/1997	6/11/1999	
3060-0515	Miscellaneous Common Carrier and Record Carrier Annual Letter	11/30/1998	10/8/1999	
3060-0636	Equipment Authorization, Declaration of compliance, Amendment of Parts 2 and 15	9/30/1998	10/8/1999	

OMB Control Number	Collection Title	Date of Expiration	Date of Reinstatement	Date Discontinued
3060-0655	Requests for Waivers of Regulatory Fees Predicated on Allegations of Financial Hardship, MD Docket No. 94-19	9/30/1998	10/8/1999	
<i>Federal Deposit Insurance Corporation</i>				
3064-0120	Flood Insurance	1/31/1999	4/13/1999	
3064-0121	Certification of Compliance With Mandatory Bars to Employment	3/31/1999	5/24/1999	
<i>Federal Emergency Management Agency</i>				
3067-0009	Disaster Assistance Registration; Applicant Statement/Authorization; Declaration of Applicant	2/28/1999	3/30/1999	
3067-0020	Application for Participation in the National Flood Insurance Program	12/31/1998	3/30/1999	
3067-0022	National Flood Insurance Policy Forms	12/31/1998	3/30/1999	
3067-0066	Request for Fire Suppression Assistance	10/31/1997	8/9/1999	
3067-0141	Reimbursement for Cost of Firefighting on Federal Property	2/28/1999	8/9/1999	
3067-0146	State Administrative Plans for the Individual and Family Grant Program	7/31/1998	10/15/1998	
3067-0166	Crisis Counseling Assistance and Training Program	10/31/1997	3/29/1999	
3067-0169	Write Your Own (WYO) Program	5/31/1997	3/30/1999	
3067-0201	Federal Assistance for Offsite Radiological Emergency Planning and Preparedness Under Executive Order 12657	9/30/1998	4/30/1999	
3067-0206	Financial and Technical Assistance Under Performance Partnership Agreements	2/28/1999	6/22/1999	
3067-0259	Write Your Own (WYO) Company Participation Criteria; New Applicants	6/30/1998	4/30/1999	
3067-0267	FEMA/FIA Cover America II Project	6/30/1998	9/2/1999	
3067-0271	Flood Mitigation Assistance; Flood Mitigation Plan	6/30/1998	3/24/1999	
<i>Small Business Administration</i>				
3245-0016	Application for Business Loans	6/30/1999	3/1/2000	
3245-0017	Disaster Business Loan Application	9/30/1996	2/4/1999	
3245-0024	ProNet	12/31/1998	10/19/1999	
3245-0096	Nomination for the Small Business Contractor of the Year	2/28/1999	10/4/1999	
3245-0101	Application for Small Business Size Determination	9/30/1999	3/4/2000	
3245-0141	Prime Contracts Program Quarterly Report	5/31/1999	10/15/1999	
3245-0212	Secondary Market Disclosure and Assignment of Guaranteed Interest	6/30/1996	2/16/2000	
3245-0226	Client Service Report and Verification Form (Non-Task Order Service) — Form 7-J	11/30/1997		6/17/1999
<i>Social Security Administration</i>				
0960-0025	Partnership Questionnaire, SSA-7104	7/31/1999	9/15/1999	
0960-0282	Vocational Rehabilitation "301" Program Development, SSA-4290	8/31/1999	9/29/1999	
0960-0511	Disability Update Report, SSA-455	2/28/1999	3/30/1999	
0960-0598	Work History Report, SSA-820	4/14/1994	1/15/1999	

**Table B.2: FY 1999 Lapses in OMB Approval
Unresolved as of March 15, 2000**

OMB Control Number	Collection Title	Date of Expiration
<i>Department of Agriculture</i>		
Farm Service Agency		
0560-0004	Report of Acreage	6/30/1997
0560-0058	Tobacco Marketing Quota and Price Support Programs	9/30/1997
0560-0092	Forms for Participation in Price Support and Production Adjustment Programs	10/31/1998
0560-0134	Marketing Assessments — Sugar — 7 CFR Part 1435	6/30/1997
0560-0165	Agricultural Loan Mediation Program	3/31/1998
0560-0175	Noninsured Crop Disaster Assistance Program	5/31/1998
0560-0181	Request for FSA County Committee Ballot and Declaration of Eligibility to Vote	7/31/1998
Food and Nutrition Service		
0584-0062	Annual Report NET Program	6/30/1999
0584-0083	Operating Guidelines, Forms and Waivers	12/31/1998
Food Safety and Inspection Service		
0583-0092	Official Marking Devices, Labeling, and Packaging Material	12/31/1997
0583-0094	Exportation, Transportation, and Importation of Meat	12/31/1997
0583-0103	Pathogen Reduction, Hazard Analysis and Critical Control Point (HACCP) Systems	2/28/1999
Foreign Agricultural Service		
0551-0024	Buyer Alert	11/30/1997
Forest Service		
0596-0010	Forest Industries Data Collection System	12/31/1998
0596-0015	Airplane Pilot Qualifications and Approval Record, Helicopter Pilot Qualifications and Approval Record, Airplane Data Record, and Helicopter Data Record	12/31/1998
0596-0016	Application for Permit, Non-Federal Commercial Use of Roads Restricted by Order	9/30/1998
0596-0017	Collection and Analysis of Timber Purchasers' Cost and Sales Data	12/31/1998
0596-0025	State and Private forestry Accomplishment Report	10/31/1999
0596-0080	Volunteer Application for Natural Resource Agencies	1/31/1998
0596-0084	Youth Conservation Corps Application and Medical History	10/31/1997
0596-0105	Land Ownership Adjustments, Land Exchanges	8/31/1998
0596-0106	Recreation Fee Permit Envelope	8/31/1998
0596-0118	Employment Interest Survey	10/31/1997
0596-0139	Research for Improving Public Involvement	8/31/1999
National Resources Conservation Service		
0578-0007	Agricultural and Urban Drainage Surveys	6/30/1997
0578-0013	Long-Term Contracting Conservation Plan of Operations	8/31/1998
0578-0018	Application for Payment	9/30/1998
0578-0024	Volunteer Program - Earth Team	12/31/1998
Rural Utilities Service		
0572-0002	Accounting Requirements for Electric Borrowers	9/30/1997
0572-0012	Manual for Preservation of Borrower's Records, Electric	10/31/1997
0572-0014	Report of Progress of Construction and Engineering Service and Engineer's Monthly Report of Substation Progress	4/30/1996

OMB Control Number	Collection Title	Date of Expiration
0572-0023	Advance and Disbursement of Funds - Telephone Loan Program	8/31/1997
0572-0025	Review Rating Summary	2/28/1999
0572-0031	Financial and Statistical Report for Telephone Borrowers	9/30/1998
0572-0041	Request for Release of Lien and/or Approval of Sale	5/31/1996
0572-0059	Electric and Telephone Standards/Specifications Acceptance, Telephone Field Trials, and Telephone Contract Forms	9/30/1997
0572-0076	REA Specification for Quality Control and Inspection of Timber	9/30/1997
0572-0079	Preloan Procedures & Requirements for Telephone Borrowers	12/31/1996
0572-0088	RUS Loan Prepayments and Related Reporting Burdens	12/31/1998
0572-0089	Wholesale Contracts for the Purchase & Sale of Electric Power	10/31/1997
0572-0095	RUS Policy on Audits of Electric and Telephone Borrowers	9/30/1998
0572-0096	Distance Learning and Telemedicine Loan and Grant Program	8/31/1999
0572-0097	Deferments of REA Loan Payments for RD Projects	8/31/1997
0572-0098	Borrower Investments, Telecommunications Loan Program	12/31/1998
0572-0099	Seismic Safety of New Building Construction	8/31/1999
0572-0100	Lien Accommodations and Subordinates	5/31/1996
0572-0102	Loan Account Computations, Procedures, and Policies	11/30/1997
0572-0104	State Telecommunications Modernization Plan	1/31/1998
0572-0107	Electric System Construction Policies and Procedures	11/30/1997
0572-0112	Technical Assistance and Training Grants	9/30/1997
0572-0113	Technical Assistance and Training Grants, Addendum I	12/31/1996
<i>Department of Commerce</i>		
National Oceanic and Atmospheric Administration		
0648-0314	Designation of Fisheries Mgmt Council Members and Application for Reinstatement of State Authority	9/20/1999
<i>Department of Education</i>		
Office of Postsecondary Education		
1840-0700	Cancellation and Deferment Request Forms for the Federal Direct Student Loan	2/28/1998
Office of Special Education and Rehabilitative Services		
1820-0577	Report of Program Settings Early Intervention Services	12/31/1997
Office of Vocational and Adult Education		
1830-0027	Adult Education Financial and Performance Report	12/31/1993
1830-0503	Performance Report state-Administered Vocational Technical Education Programs	1/31/1997
1830-0510	Adult Education General Reporting Requirements	10/31/1994
<i>Department of Health and Human Services</i>		
Administration for Children and Families		
0970-0129	Collection of Child Welfare Data Under Voluntary Cooperative	1/31/1999
Centers for Disease Control and Prevention		
0920-0004	National Disease Surveillance Program II - Disease Summaries	10/31/1996
Health Care Financing Administration		
0938-0227	Medical Review of Outpatient Therapy	12/31/1997
0938-0279	Medicare Uniform Institutional Provider Bill	10/31/1995
0938-0366	Intermediate Care Facilities for the Mentally Retarded	10/31/1996
0938-0448	End Stage Renal Disease Death Notification	8/31/1997

OMB Control Number	Collection Title	Date of Expiration
0938-0475	Hospice Core Service: Nursing Information Collection	6/30/1999
0938-0564	Information Collection Requirements in BPD 302-F, Medicare Secondary Payer	3/31/1996
Office of Family Assistance		
0992-0005	Automatic Data Processing Equipment and Services, Conditions Subpart F	9/30/1999
Office of Human Development Services		
0980-0193	Small Business Innovation Research Program Phase Proposal; Cover Sheet Abstract of Research Plan	8/31/1998
Substance Abuse and Mental Health Services Administration		
0930-0258	Physical Therapist in Independent Practice Request	5/31/1999
<i>Department of Housing and Urban Development</i>		
Government National Mortgage Association		
2503-0026	Loan Level Reporting for the GNMA Mortgage Backed Securities Program	8/31/1997
Office of Community Planning and Development		
2506-0121	Relocation and Real Property Acquisition Recordkeeping	8/31/1997
2506-0123	Section 108 Loan Guarantee Program	12/31/1996
2506-0152	Proposed rule: Residential Anti-Displacement and Relocation	8/31/1997
Office of Fair Housing and Equal Opportunity		
2529-0034	Nondiscrimination Based Upon Handicap in Federally Assisted Programs and Activities of the Department of HUD	3/31/1997
Office of Housing		
2502-0005	Title II Approval of Lender Eligibility Requirements	6/30/1996
2502-0017	Title I Approval of Lender Eligibility Requirements	11/30/1994
2502-0029	Application for M/F Housing Project	9/30/1997
2502-0036	Request for Credit Approval of Substitute Mortgage	7/31/1999
2502-0047	Construction Complaint (HUD-92556), Request for Financial Assistance	9/30/1999
2502-0058	Supplement to Subscription Agreement for Cooperative Housing Applications Under Section 213 and 221 (D)(3)	11/30/1996
2502-0086	Monthly Report of Excess Income	10/31/1999
2502-0094	Assistance Payment Contract - Notice of (1) Termination, (2) Suspension, or (3) Reinstatement	9/30/1998
2502-0189	Compliance Inspection Report, Mortgagee's Assurance Completion	7/31/1998
2502-0210	Certification of Need for Health Facility	11/30/1994
2502-0233	Request and Payment for Labels, Manufactured Home Monthly Production Report, Refunds Due Manufacturer, Adjustment Report and List or Damaged Label Report	7/31/1999
2502-0235	Reporting Requirements Associated with 24 CFR 203.508 and 235.1001 - Providing Information	7/31/1997
2502-0275	Application for Transfer for Physical Assets (TPAs)	6/30/1997
2502-0301	Deed-in-Lieu of Foreclosure	4/30/1998
2502-0314	Loan Servicing of All Three Coinsurance Programs: Section 223(f), Section 221(d), and Section 232	9/30/1998
2502-0324	Budget-Based Rent Increase	9/30/1998
2502-0328	Title I Property Improvement and Manufactured Home Loan Programs — 24 CFR Part 201	7/31/1999
2502-0349	Certification for Adjustments for Damage and Neglect	9/30/1997
2502-0372	Preferences for Admission to Assisted Housing	1/31/1997
2502-0392	Actions to Reduce Losses in FHA Programs — FR 2491	9/30/1999

OMB Control Number	Collection Title	Date of Expiration
2502-0407	Section 8 Housing Assistance Payments Program, Additional Assistance Program for Projects with HUD-Held Mortgages — 24 CFR Part 886, Subpart A, HAP Contract	7/31/1999
2502-0409	Section 8 Housing Assistance Payment (HAP) Contract, Part II	9/30/1999
2502-0412	Leased and Sale of HUD-Acquired Single Family Properties for the Homeless	7/31/1999
2502-0417	Reconciliation of Insurance Charges from the Title I Monthly Statement	9/30/1998
2502-0419	Mortgagee's Application for Insurance Benefits, Multifamily Mortgage	3/31/1999
2502-0420	Multifamily Coinsurance Claims Package 223(f)	10/31/1999
2502-0421	Risk-Based Annual Premiums: Monthly Remittance Summary	9/30/1998
2502-0422	Mortgage Record Change	7/31/1999
2502-0424	Pre-authorization Debit	4/30/1996
2502-0447	Service Coordinators in Section 8, 202, 221, and 236 Housing and Projects	6/30/1997
2502-0458	Disclosure of Probable Transfer of Loan Servicing	11/30/1997
2502-0460	Reporting Requirements for the Auction of Section 221(g)(4) Multifamily Mortgages	9/30/1998
2502-0470	Application Submissions Requirements, Conditional Commitment Through Final Closing, Section 202 Housing for the Elderly, Section 811 Housing for Persons with Disabilities	12/31/1996
2502-0492	Flexible Subsidy Program	10/31/1999
2502-0494	HUD Conditional Commitment/Direct Endorsement Statement of Appraised Value	7/31/1999
2502-0505	Comprehensive Needs Assessment (CNA)	8/31/1997
2502-0513	HUD Condominium "Spot Loan" Checklist and Warranty	5/31/1997
2502-0529	Title I Electronic Data Collection	7/31/1999
2502-0533	Multifamily Housing Mortgage and Housing Assistance Restructuring Program (Mark-to-Market) Regulations	3/28/1999
2502-0535	NOFA for Secondary Market for Non-Conforming Loans to Loan Wealth Borrowers Demonstration Program	8/31/1999
Office of Public and Indian Housing		
2577-0027	Public Housing Construction Report	10/31/1996
2577-0064	Electricity, Gas, Water, and Sewage Disposal Data	10/31/1996
2577-0125	Performance Funding System; Energy Conservation Savings	8/31/1997
2577-0195	Section 8 Certificates and Vouchers	7/31/1997
2577-0213	Report of Tenants Accounts Receivable, Indian	3/31/1997
2577-0216	PH/Section 8 Moving to Work Demo Request to Qual.	3/31/1997
Office of the General Counsel		
2510-0006	Legal Instructions Concerning Applications for Full Insurance Benefits, Assignment of Multifamily Mortgage to the Secretary	12/31/1996
2510-0009	Information Report to Owners and Managers of all HUD Assisted Housing in the Boston Metropolitan Statistical Area	7/31/1997
2510-0010	Guide for Opinion of Counsel to the Mortgage	3/31/1997
Office of the Secretary		
2501-0014	Restrictions on Assistance to Noncitizens — FR-2383	10/31/1998
<i>Department of Interior</i>		
Bureau of Indian Affairs		
1076-0020	Direct Loan Guaranty Program Applications - 25 CFR 103	7/31/1995
1076-0094	Law and Order on Indian Reservations	3/31/1995
1076-0101	Higher Education Grant Program Application	5/31/1998
1076-0108	Indian School Equalization Program Student Membership Form	7/31/1993

OMB Control Number	Collection Title	Date of Expiration
1076-0114	Application for Admission to two Indian colleges, Forms BIA-6222 and BIA-6223	1/31/1994
1076-0128	Employer and Personal reference Inquiry Form	6/30/1994
1076-0136	Indian Self-Determination and Education Assistance Act Programs	6/30/1999
National Park Service		
1024-0018	National Register of Historic Places Registration Form	5/31/1999
<i>Department of Justice</i>		
Immigration and Naturalization Service		
1115-0104	Health and Human Services Statistical Data for Refugee/Asylee	5/31/1998
1115-0201	Joint Employment Verification Pilot	3/31/1998
Office of Justice Programs		
1121-0177	Edward Byrne Memorial State and Local Law Enforcement Assistance Program	4/30/1999
1121-0185	Certification of Compliance with Statutory Eligibility	6/30/1999
1121-0186	Certification of Compliance with the Statutory Eligibility Tribal Governments	3/31/1998
1121-0214	BJA-Byrne Formula Grant Program Annual Institutionalization Eligibility Requirement of the Violence Against Women Act	10/31/1997
1121-0217	State Identification Systems Formula Grant Program Application Kit	9/30/1999
1121-0227	Use of Force in the Arrest of Persons with Impaired Judgement	3/31/1998
1121-0234	Requirements: Data Collection Application for the Juvenile Accountability Incentive Block Grant Program	9/30/1999
<i>Department of Labor</i>		
Employment and Training Administration		
1205-0025	Job Corps Data Sheet	6/30/1996
1205-0026	Job Corps Statement from the Court	8/31/1995
1205-0031	Job Corps Request for Readmission	6/30/1996
1205-0035	Job Corps Placement and Assistance	9/30/1998
1205-0040	Senior Community Service Employment Program	10/31/1996
1205-0219	Job Corps Standard RFP Information Gathering	9/30/1997
1205-0243	JTPA Service Delivery Area Reorganization Plan Appeal	8/31/1997
1205-0310	Labor Condition Application and Requirements for Employers Using Non-immigrants on H1B Visas in Specialty Occupations and as Fashion Models	3/31/1999
1205-0398	Workforce Investment Act Planning Guidance	8/31/1999
<i>Department of State</i>		
1405-0046	Marine Note of Protest	9/30/1986
1405-0052	Seaman Action Certificate, Form FS-0463	10/31/1988
1405-0068	Medical History & Examination for Foreign Service Dependent (DS-1622 & DS-1843)	10/31/1994
1405-0077	Denial of Passports to Certain Persons Convicted of Drug Trafficking, Form Rpt.-7	6/30/1990
1405-0079	Application for Benefits for US Hostages (Check), Form DSP-108	3/31/1991
1405-0097	Ground Rules for U.S. Initiative on Joint Implementation, Form Rprt-2	1/31/1997
47-R0178	Statement of Non-Receipt of Passport	9/1/1978
<i>Department of Veterans Affairs</i>		
2900-0005	Application for Dependency and Indemnity Compensation by Parent(s) (Including Accrued Benefits and Death Compensation When Applicable)	1/31/1998
2900-0006	Application for Accrued Amounts of Veteran's Benefits Payable to Surviving Spouse, Child or Dependent Parents	4/30/1998
2900-0013	Application for United States Flag for Burial Purposes, VA Form 2008	9/30/1998

OMB Control Number	Collection Title	Date of Expiration
2900-0017	Fiduciary Account Book, VA Form 21-4718, and Fiduciary Account, VA Form 21-4706	9/30/1998
2900-0034	Trainee Request for Leave - Chapter 31, Title 39, U.S.C., VA Form 28-1905h	6/30/1997
2900-0090	Application for Voluntary Service, VA Form 10-7055	7/31/1997
2900-0117	Inquiry Concerning Applicant for Employment, VA FL 5-127	1/31/1997
2900-0186	Computation of Loan Amount for Manufactured Home Unit, VA Form 26-8641A	1/31/1997
2900-0187	Placement Certification for Manufactured Home, VA Form 26-8644	12/31/1996
2900-0208	Architect-Engineer Fee Proposal, VA Form 8-6298, Supplement To SF-129, Solicitation Mailing List, VA Form 8-6299 and Daily Report of Workers and Material/Daily Log - Formal Contract, VA Form 8-6131	9/30/1998
2900-0227	Customer Feedback Surveys, VA Forms 10-1465D-H, J, and 10-5387	9/30/1998
2900-0265	Application for Counseling, VA Form 28-8832	9/30/1998
2900-0319	Fiduciary Agreement, VA Form 27-4703	8/31/1998
2900-0368	Monthly Statement of Wage Paid To Trainee, 38 U.S.C. Chapter 31, VA Form 28-1917	8/31/1997
2900-0393	VA Acquisition Regulations, (VAAR), 48 CFR Chapter 8, Parts 813, A, B, C, 814, and 815	11/30/1996
2900-0400	Complaints 38 CFR 18.55452, Notice of Subrecipient 38 CFR 18.532	7/31/1998
2900-0563	Army Chemical Corps Vietnam Health Study	3/31/1998
2900-0582	Request for IRS 1099-MISC Tax Collection and Federal 1057 Socio-Economic Status	4/30/1998
2900-0598	National Health Survey of Gulf War Era Veterans and their Families Phase III Physical Examinations	9/30/1998
<i>Federal Emergency Management Agency</i>		
3067-0113	The Declaration Process	10/31/1997
3067-0161	National Fire Incident Reporting System (NFIRS)	6/30/1998
3067-0163	Individual and Family Grant Program	12/31/1999
3067-0181	Survey of Contractor Responsibility	11/30/1996
3067-0207	Hazard Mitigation Grant Program Application	9/30/1996
3067-0208	Administrative Plan for the Hazard Mitigation Grant Program	9/30/1996
3067-0212	Hazard Mitigation Planning	9/30/1996
3067-0229	Mortgage Portfolio Protection Program	6/30/1998
3067-0235	Residential Basement Floodproofing Certificate	6/30/1998
<i>Small Business Administration</i>		
3245-0071	Application for 503/504 Loan	6/30/1998
3245-0073	Application for CDC	11/30/1996
3245-0074	Annual Report Guide	11/30/1997
3245-0080	Statement of Personal History	6/30/1996
3245-0123	Management Training Report	9/30/1999
3245-0169	SBDC Program and Financial Report	9/30/1999
3245-0190	Supplemental Guaranty Agreement, Preferred Lenders Program	3/31/1997
3245-0205	8(a) Annual Update	1/31/1997
3245-0270	Semi-Annual Report on Services in Connection With Obtaining Federal 8(a) Contracts	4/30/1997
3245-0307	Surety Guarantee Graduation Questionnaire	9/30/1998
3245-0311	Office of Women's Business Ownership Year-End Follow-Up Survey	8/31/1999

**Table B.3: FY 1999 Violations
Collections Without OMB Approval or Modified Without OMB Approval**

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
<i>Department of Agriculture</i>			
Office of the Chief Financial Officer			
0505-0001	Advisory Committee Membership Background Information	Modification of an approved form without OMB approval.	The form approved under this information collection was put on the Internet without prior OMB approval. The violation was discovered by OCIO when another agency wishing to place the form on the Internet notified OCIO that the form was already available on another USDA web site.
Farm Service Agency			
--	Hay Net Register	Unapproved collection.	OMB discovered the violation through media bulletins and alerted the Department. OCIO notified staff in FSA who indicated that they felt the collection was exempt because it collected identifying information. However, one additional piece of information, hay variety, was also being collected which triggered the need for PRA approval. FSA resolved the violation by removing the requirement for customers to specify hay variety.
--	Mississippi State Customer Survey	Unapproved collection.	An article published in the USDA News quarterly newsletter was brought to OCIO's attention by the agency. The collection was a one time effort; therefore, OMB approval was not sought. Instructions were issued to information field office regarding requirements of the PRA.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
0560-0004	Report of Acreage	Expiration and disapproval of ongoing collection.	OMB sent a Notice of Action on 11/26/1997 disapproving the reinstatement of this collection as lacking need and practical utility. The agency continues to conduct this collection without a currently valid OMB control number.
--	Crop Data Report Pilot Project	Unapproved collection.	OCIO forwarded an information collection approval request to OMB for review on 06/14/1999. USDA subsequently withdrew the collection on 07/26/1999 based on concerns raised by OMB. Conversations with FSA staff revealed that the pilot was later conducted without OMB approval. Resubmission of the information collection approval request is tied to issues related to another collection, Report of Acreage.
0560-0179	Livestock Indemnity Program	Unapproved collection.	OCIO received an information collection approval request in conjunction with an interim rule. In conversations with FSA staff, OMB discovered that the program in question had been initiated and completed without OMB approval of the rulemaking or the information collection. OMB returned the rule to the agency and instructed OCIO to withdraw the previously submitted information collection, as they would not take action after the program had concluded.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
0560-0188	Tree Assistance Program	Unapproved collection.	OCIO received an information collection approval request in conjunction with an interim rule. In conversations with FSA staff, it was revealed that the program in question had been initiated and completed without OMB approval of the rulemaking or the information collection. OMB returned the rule to the agency and instructed OCIO not to forward the information collection, as they would not take action after the program had concluded.
0560-0191	Disaster Reserve Flood Compensation Program	Unapproved collection.	OCIO received and forwarded to OMB an information collection approval request associated with an interim rule supporting the program. However, the agency initiated the collection prior to receiving OMB approval. OMB approved the collection on 09/21/1999.
0560-0194	Standard Operating Agreement Governing Intermodal Transportation	Unapproved collection.	An internal FSA review revealed that forms in use to support the transportation of Commodity Credit Corporation commodities had not been approved by OMB. An approval request package was prepared and OMB approved the information collection on 07/14/1999.
0560-0195	Standard Rules Tender Governing Motor Carrier Transportation	Unapproved collection.	An internal FSA review revealed that forms in use to support the transportation of Commodity Credit Corporation commodities had not been approved by OMB. An approval request package was prepared and OMB approved the information collection on 07/14/1999.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
Natural Resources Conservation Service			
0578-0007	Agriculture and Urban Drainage Surveys	Modification of an approved collection without prior OMB approval; unintended expiration	OCIO discovered the violation in preparation for the Information Collection Budget. The collection expired on 6/30/1997. The agency published the 30-day Federal Register Notice on 3/6/00, and expects to have the collection reinstated by April of 2000.
Animal and Plant Health Inspection Service			
--	Customer Satisfaction Survey	Unapproved collection.	APHIS discovered the violation upon learning that there was no longer a generic approval for the Department for customer service collections. A new information collection approval request package is in development.
Agricultural Research Service			
0518-0022	Agroecosystem Use Survey	Unapproved collection.	OMB discovered the violation while reviewing the ARS home page on the Internet and alerted the Department. Upon investigation by the agency, it was determined that the survey had expired but was no longer in use and due to an oversight was not removed from the website. ARS removed the survey.
Risk Management Agency			
--	Survey for Defining New Crop Insurance Programs	Unapproved collection.	OMB discovered the violation through a directive published on the USDA web site and alerted the Department. OCIO notified staff in RMA confirmed the violation. An information collection approval request is being developed to address this violation.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
Agricultural Marketing Service			
0581-0031	Reporting and Recordkeeping Requirements under Regulations (Other Than Rules of Practice) Under the Perishable Agricultural Commodities Act (PACA)	Modification of an approved collection without OMB approval.	The agency discovered the violation through an internal review and submitted a memorandum and change worksheet to OMB on 07/20/1999 at the direction of OCIO. On 09/28/1999, the agency was notified by OCIO that OMB did not accept the change worksheet. An approval request for the collection modifications was prepared and OMB approved the revision on 11/29/1999.
Forest Service			
--	Customer Service Comment Card	Unapproved collection.	Forest Service discovered the violation upon learning that there was no longer a generic approval for the Department for customer service collections. A new information collection approval request package is in development.
0596-0082	Special-Use Application, Permitting, and Administration	Modification of an approved collection without prior OMB approval.	The Salida Ranger District substantially increased the reporting burden beyond the approved collection. L&L, Inc. of Orem, Utah, wrote to OMB and USDA to complain about the burden. The Forest Service reviewed his complaint and informed him that he was not obligated to provide the information not previously approved by OMB. OMB approved the revised package on 11/22/1999.
0596-0085	Joint Firewood Permit	Modification of an approved collection without OMB approval.	The Forest Service discovered this violation through the process of drafting records and forms management procedures for Service First locations. The Forest Management Division sent out a letter to the field directing all units to not use the unapproved form. The Forest Management Division is working collaboratively with the Bureau of Land Management (BLM) to draft an information collection approval request package.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
<i>Department of Commerce</i>			
Office of the Secretary			
0690-0015	Complaint of Employment Discrimination	Unapproved collection.	The form was discovered by the Office of General Council (OGC) when a similar one was drafted for the decennial census. The Department's Paperwork Clearance Officer immediately began the process for clearance. The approval from OMB was received on 10/15/1998.
National Oceanic and Atmospheric Administration			
0648-0272	Individual Fishing Quotas for Pacific Halibut and Sablefish in the Alaska Fisheries	The program office established new requirements and added data elements to existing requirements without OMB approval.	When a form was revised to reflect a new OMB clearance expiration date and sent to the NOAA clearance officer it became apparent that additional data elements had been added to the form. Discussions revealed that other requirements had also not been part of the recent clearance request. OMB clearance was received on 11/26/1999.
0648-0364	Gear Marking Requirements in the Large Whale Take Reduction Plan	A rule was published that contained an unapproved information requirement. NOAA intended to delay the effective date of the appropriate section until it had OMB approval, but incorrectly drafted it and it became effective prior to approval.	When preparing a PRA request for the requirement the NOAA clearance officer noted that it was technically already in effect. No actual information was collected, however, as participants in the affected fisheries had been informed that the requirements were not yet in effect. OMB approved this collection on 1/20/1999.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
0648-0367	Gear-marking Requirements in Antarctic Fisheries	Requirements existed in regulations that did not have paperwork approval.	A review of all NOAA gear-marking requirements uncovered the violation which affected only one fisherman. OMB approval was obtained on 1/9/1999.
0648-0387	International Dolphin Conservation Program	Requirements were added to an approved collection without OMB approval.	During the review of proposed submission for new regulatory requirements, NOAA discovered that other requirements were in place without approval. Those requirements were added to the clearance request, which was approved on 8/30/1999.
0648-0397	Application Forms for Membership on National Marine Sanctuary Advisory Councils	Form in use without OMB approval.	The program office, which has other information requirements cleared, contacted the NOAA Clearance Officer for advice. The office had believed that the Federal Advisory Committee Act exempted the collection from the PRA, but that apparently is not the case. OMB approved the collection on 3/4/2000.
Patent and Trademark Office			
0651-0041	Public Search Room	An electronic badging database is being used to issue plastic Public User ID badges. These new Public User ID badges are being used to maintain and control the patent and trademark reference documents.	When the program office discovered that the electronic badging database needed to be approved under the PRA, they approached the Records Officer for assistance with the approval process. OMB approved this collection on 5/3/1999.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
0651-0042	Online Employment Application Form	An employment application form available on the PTO's web site which applicants can submit to the PTO electronically.	When Human Resources discovered that OMB approval was needed for this online employment application form, they approached the PTO Records Officer for assistance with the approval process. OMB approved this collection on 10/26/1999.
--	Request/Petition Specialized Concurrent Handling	Unapproved collection.	When the program office discovered that OMB approval was needed for this Request/Petition for Concurrent Handling, they approached the Records Officer for Assistance with the approval process. The PTO Records Officer and the contractor support staff will submit the package for OMB review in April of 2000.
0651-0045	Public Key Infrastructure	Unapproved collection.	When the program office discovered that OMB approval was needed for Public Key Infrastructure, they approached the PTO Records Officer for assistance with the approval process. OMB approved the collection on 3/8/2000.
National Institute of Standards and Technology			
--	Licensing of Government-owned Inventions (Section 37 CFR 404.8)	A rule section has an unapproved paperwork requirement.	The requirement was discovered when a question was raised by NIST staff. The paperwork package is pending OMB approval.
Bureau of Export Administration			
0694-0120	Procedure to Initiate An Investigation Under the Trade Expansion Act of 1982	Unapproved collection.	During the course of conducting a 232 Investigation not subject to PRA a review was made of all activities. It was determined the BXA had once began the process to obtain OMB's approval, however a paperwork package was never submitted to OMB after the 60-day comment period lapsed. OMB approved the collection on 11/26/1999.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
<i>Department of Defense</i>			
Defense Finance and Accounting Service			
0730-0009	DD Form 2789, Waiver/Remission of Indebtedness Application	Unapproved collection.	The unapproved collection was discovered when several of the forms were misdirected to the DoD Clearance Officer. The Defense Financing and Accounting Service published a sixty day Federal Register notice on September 3, 1998. The collection was subsequently approved for three years by OMB on March 1, 1999.
<i>Department of Education</i>			
Office of Intergovernmental and Agency Affairs			
1860-0505	Sign-on Focus Partnership for Family	Unapproved collection.	OMB approved the collection 10/29/1998.
Office of the Undersecretary, Planning and Evaluation Service			
--	Phase 1, Evaluation of Effective Adult Basic Education	Unapproved collection.	OMB discovered violation in the supporting statement of submission.
--	Letter requesting States to provide ED with copies of their request Evaluations of the Basic Adult education Programs	Mailed to States in October 12, 1998 - never cleared.	Discovered while OMB was reviewing another related information collection. A reference to the survey below was made in the supporting materials. OMB asked the agency what the OMB control number was for the referenced survey. The Agency discovered they had never obtained one. The collection was not repeated.
<i>Department of Health and Human Services</i>			
Food and Drug Administration			
0910-0387	Medical Device Registration and Listing	Unapproved collection.	During the preparation for the ICB, the agency discovered that these requirements had been inadvertently omitted from the approved collection with OMB number 0910-0059. The collection was approved by OMB on 12/9/1998.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
Health Resources and Services Administration			
0915-0226	National Health Service Corps Scholarship Program: Costs of Attendance Form	Unapproved collection.	Clearance office became aware of violation. New collection approved on 10/23/1998.
0915-0230	National Health Services Corps Application for Recruitment and Retention Assistance*	Unapproved collection.	Clearance office discovered the data collection. New collection was approved on 12/17/1998
0915-0234	National Health Service Corps Site Waiver	Unapproved collection.	During a routine review of the agency data collection activities. New collection was approved on 5/26/1999
--	Healthy Start Data Reporting Requirements	Unapproved collection	During a routine review of the agency data collection activities. The Program is currently preparing the clearance package.
--	Application to Request Assignment of a National Health Service Corps Practitioner	Unapproved collection.	The agency discovered this violation and informed the program office of the requirements under the PRA.
Substance Abuse and Mental Health Services Administration			
0930-0205	Annual Reports for Projects for Assistance in Transition from Homelessness (PATH)	Unapproved collection.	SAMHSA reports clearance officer learned about them and had program submit a request for OMB approval; approval received 9/14/1999.
Health Care Financing Administration			
0938-0781	Home Health Agency Beneficiary Notices (HHABN)	Unapproved collection.	This collection was brought to OMB's attention by industry representatives. OMB approved this collection on 9/30/1999.
Administration for Children and Families			
--	Project 1099	Unapproved collection.	Discovered in discussions with PRA staff

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
--	Managing for Results Bulletin #16, How to translate your 1998-2000 state plan objectives into performance targets and comply with GPRA	Unapproved collection.	A contractor to the Administration on Developmental Disabilities (ADD) included a questionnaire in the Bulletin without OMB approval. The Consortium of Developmental Disability Councils wrote a letter to HHS and OMB complaining that the questionnaire was sent in the absence of public comment and is probably a violation of the PRA. The questionnaire was a one-time request for information.
0970-0145	TANF State Plan	Unapproved collection.	HHS is preparing a reinstatement package.
<i>Department of the Interior</i>			
Bureau of Land Management			
1004-0023	Indian Allotment Application Form	Unapproved collection.	Discovered while preparing final Indian Allotment regulations. This collection was discontinued in August of 1999.
1004-0182	Alaska Reindeer Grazing	Unapproved collection.	Discovered while preparing proposed regulations on reindeer grazing. Approved by OMB on 12/8/1998.
1004-0183	Wild Horse and Burro Electronic Adoption Customer Comment Card	Unapproved collection.	Discovered while checking the Internet for comment cards/surveys. Approved by OMB on 10/24/1998.
--	Joint BLM-Forest Service Firewood Collection Permit	Unapproved modification of a form.	Discovered by internal BLM review. BLM and the Forest Service are now working on an approval package.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
Minerals Management Service			
--	Notices to Lessees and Operators (NTLs)	Unapproved collection; Modification of an approved collection without prior OMB approval; Failure to display OMB control number.	MMS uses NTLs to clarify, describe, or interpret regulatory issues or to provide regional guidance for its Offshore clients. After a review of NTLs, MMS provided OMB with an issue paper, which reported the nature of various potential and actual violations of the PRA and actions planned to remedy the problem. MMS is in the process of revising NTLs to include proper references to approved collections, remove unapproved collections, and obtain approval for others. OMB approved one such NTL on 2/4/2000.
1010-0131	Form MMS-123S, Supplemental APD Information Sheet	Unapproved modification.	Discovered by MMS during preliminary work for rulemaking. OMB approved the official form on 9/14/1999.
1010-0132	Form MMS-133, Weekly Activity Report	Unapproved modification.	Discovered by MMS during review of Notices to Lessees. OMB approved the official form on 9/14/1999.
National Park Service			
1024-0220	Park Visitor Study	Unapproved modification.	Identified by National Park Service staff. The data from the unapproved questions will not be reported or used. This collection has been discontinued in September of 1999.
Office of Surface Mining Reclamation and Enforcement			
1029-0118	Federal Inspections and Monitoring	Unapproved collection.	OSM staff discovered the violation on the OSM World Wide Web site. The package has been submitted to OMB for review. OMB approved this package 6/14/1999.
1029-0059	Budget Information, Financial Reporting and Performance, Program Narrative Forms	Unapproved collection.	Discovered by an internal OSM review. Approved by OMB on 12/21/1999.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
Bureau of Indian Affairs			
1076-0146	American Indian Trust Evaluation Process	Unapproved collection.	DOI discovered the violation during a program review. OMB approved the collection on 5/26/1999.
--	Certificates of Degree of Indian and Alaska Native Blood	Unapproved collection.	BIA discovered this violation during rulemaking. BIA intends to submit this collection for OMB review in April of 2000.
--	Child Abuse and Neglect Reporting Form	Unapproved collection.	BIA discovered the violation during a program review. Field offices had been using forms of their own design to collect information required by statute. BIA discontinued this collection in August of 1999.
--	Preference in Employment	Unapproved collection.	BIA discovered this violation during rulemaking. BIA plans to submit this collection for OMB review in September of 2000.
--	Welfare Reform Monthly Statistics	Unapproved collection.	BIA sent a letter on June 20, 1997, to local offices (Bureau and tribal) requiring a monthly report of statistics. The Indian and Native American Employment and Training Coalition notified OMB and the agency of this violation on August 8. BIA discontinued this collection in August of 1999.
1076-0017	Social Services Family Profile, Record of Income and Resources, Employment Information — 25 CFR Part 20	Modification of previously approved collections.	OMB approved the revised collection on 6/8/1999.
1076-0147	Indian Service Population and Labor Force Report	Unapproved collection.	Identified by BIA staff. OMB approved the collection on 12/8/1998.
Office of Equal Opportunity			
1091-0001	Applicant Background Survey	Unapproved collection.	The violation was discovered through an anonymous tip to the OMB desk officer. A revised form was approved by OMB on 12/21/1998.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
<i>Department of Labor</i>			
Occupational Safety and Health Administration			
--	Rules pertaining to State-Plan State Approval – 29 CFR 1952–1956	Existing collection in effect without approval.	This collection is associated with OSHA rules relating to State Plan approval. In FY 1999, OSHA determined that the information States submit under these regulations is subject to the PRA. OSHA initially intended to seek clearance, but several intervening events delayed this process, including the joint development of new procedures with the States and a legal challenge to OSHA’s existing procedures. OSHA will now submit a request for approval before the end of the calendar year.
1218-0243	Roofing Pilot Program	Collections in effect without approval. This new partnership program involved collecting information from participants which were thought to be exempt from PRA. It has been determined that the collections are subject to PRA.	OMB approved this collection on 7/7/1999.
1218-0196	Marine Terminal Operations/Long Shoring Rules (Part 1917 and 1918)	Collections in effect without OMB approval.	The occupational safety and health program had conducted a preclearance process on the standard while it was in the proposal stage. It was later discovered that the rules contained additional collections which had not been subject to the reclearance process and thus OMB approval had not yet been obtained. OMB approved the additional collections on 5/7/1999.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
<i>Department of State</i>			
--	Information for Determining US Citizenship	Unapproved collection.	Department review discovered violation and Department is preparing PRA Submissions for OMB approval.
--	Request for Copies of Documents Regarding Birth	Unapproved collection.	Department review discovered violation and Department is preparing PRA Submissions for OMB approval.
--	Petition to Classify Immigrants as Employee of USG	Unapproved Collection	Department review discovered violation and Department is preparing PRA Submissions for OMB approval.
--	Passport and Nationality Card	Unapproved collection.	Department review discovered violation and Department is preparing PRA Submissions for OMB approval.
1405-0113	Medical Examination of Applicants	Unapproved collection.	Department review discovered violation and Department requested an emergency clearance pending regular clearance.
--	PA Web Site Customer Survey	Unapproved collection.	Collection discovered during a website review. Department intends to submit for clearance in 2000.
<i>Department of Transportation</i>			
U.S. Coast Guard			
2115-0514	Merchant Mariner License, Certificates & Document Application; Criminal Record Review in Issuing Licenses, CORs, MMDs; access to NDR; 5-Year Terms of Validity	Modification of an approved collection without prior OMB approval.	A member of the public informed OMB of the violation. OMB approved the use of form 719B on 12/4/1998.
Federal Motor Carrier Safety Administration (formerly within the Federal Highway Administration)			
2126-0001	Driver's Record of Duty Status (RODS)	Requirement that intrastate drivers prepare and file the RODS was not approved.	OMB discovered this ongoing violation during its review of a draft proposed rule to revise DOT's hours of service regulations.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
Federal Railroad Administration			
2130-0517	AAR Crossing Inventory Form	Draft or revised form placed on the Internet without OMB approval.	Discovered when FRA's Clearance Officer called DOT's Clearance Officer explaining they had a revised form on the internet and asked whether OMB had approved it. DOT Information Clearance Officer informed FRA that they must remove the revised form from the internet and seek OMB's approval.
Maritime Administration			
--	Voluntary Intermodal Sealift Agreement	Unapproved collection.	The violation was discovered through an internal review. The program office was immediately advised of the requirements under the PRA. The information collection is currently being prepared for OMB submission.
National Highway Transportation Safety Administration			
--	Survey on Air Bag Design and Performance	Unapproved collection.	DOT surveyed nine automakers in December 1997 without OMB approval. OMB discovered this violation during its review of a draft final rule on advanced air bags. The agency believed that OMB approval was not required because there were fewer than ten respondents. OMB has informed the agency that collections of information addressed to all or a substantial majority of an industry are subject to the PRA.
Bureau of Transportation Statistics			
--	Unknown (Internet form)	Unapproved collection.	The agency removed the form from the Internet.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
<i>Environmental Protection Agency</i>			
2050-0050	Used Oil Management Standards Recordkeeping & Reporting Requirements	Unapproved collection.	The portion of the collection covering recordkeeping and reporting requirements associated with used oil management standards was inadvertently dropped by EPA in the package submitted to and approved by OMB in October 1993. The Agency attributes the removal of this portion of the collection to contractor oversight arising because the relevant rule provisions were moved from 40 CFR part 266 to 40 CFR part 279. EPA discovered the error during an enforcement action. EPA anticipates revising the information collection request for submission to OMB.
<i>Federal Emergency Management Agency</i>			
--	Request for Federal Assistance Form – Mission Assignments	Unapproved collection.	Form included in a FEMA draft document that was being staffed for coordination and comment. Program official provided a clearance package for OMB approval on 1/31/2000.
--	Notice of Intent to Evict	Unapproved collection.	Received a telephone call from California about the misspelling of a word on the Spanish version of the form. Working with program officials to review all forms and other data collections instruments that are used in the Disaster Individual Assistance Program to ensure that forms under the purview of the PRA are brought into compliance.
3067-0222	Mobile Home Assistance, Request for Site Inspection, Ingress-Egress Agreement, Landowners Authorization	Unapproved collection.	Flooding caused by Hurricane Floyd required FEMA to provide Mobile Homes to homeless disaster victims. Forms are used to obtain a site to place the homes. The clearance package was submitted to OMB for approval on 1/27/2000.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
--	Format for Identifying Exemplary Practices in Emergency Management	Unapproved collection.	Form is one of two forms in the publications titled "Partnerships in Preparedness, A Compendium of Exemplary Practices in Emergency Management Volumes I, II, III, IV. Forms found during review of Volume IV, which was sent to FEMA's Printing, Publications, and Graphics Branch for printing. The program specialist is preparing the OMB clearance package. It will be submitted for emergency approval as soon as the Information Collections Officer receives it.
--	Reader Survey Form	Unapproved collection.	Form is one of two forms in the publications titled "Partnerships in Preparedness, A Compendium of Exemplary Practices in Emergency Management Volumes I, II, III, IV. Forms found during review of Volume IV, which was sent to FEMA's Printing, Publications, and Graphics Branch for printing. The program specialist discontinued the collection in December of 1999.
<i>Social Security Administration</i>			
0960-0451	Permanent Residence Under Color or Law (PRUCOL)	SSA resumed collecting the information after OMB approval had been allowed to lapse because of a change in law under P.L. 104-193.	On 5/9/1999, OMB asked Agencies to review their expired collections to ensure that all potential violations were rectified. At that time, SSA discovered that the PRUCOL information was being collected because of a new statute (P.L. 105-306), but OMB approval had not been obtained. OMB approved the information collection on 9/29/1999.
--	Request for Reconsideration Form SSA-561	Unapproved collection.	SSA discovered the form was being used without OMB approval during a review of forms in connection with planning the implementation of the Government Paperwork Elimination Act. SSA will begin the OMB clearance process in April 2000.

OMB Control Number	Collection Title	Description of Violation	How Discovered and Remedied
--	Request for Parking Assignment for Medical Reasons, Form SSA-3192	Unapproved collection.	SSA discovered this form is being used without OMB approval from an agency employee. However, changes in the form are being negotiated with the American Federation of Government Employees. SSA will begin the clearance process in May 2000.
--	Authorization for Source to Release Information to the Social Security Administration	Unapproved collection.	SSA discovered the form was being used without OMB approval during a review of forms in connection with planning the implementation of the Government Paperwork Elimination Act. SSA will begin the OMB clearance process in May 2000.
0960-0555	State Agency (DDS) Report of Function Forms and State Agency (DDS) Pain Forms	State Agency forms in use prior to their inclusion in the DDS collections on behalf of SSA.	SSA knew about the violation. The collection received OMB approval on 2/4/1999.

Appendix C. OMB Memoranda to Agencies on PRA Violations

The Information Collection Budget of the United States Government for FY 1999 (FY 1999 ICB) listed over 800 violations of the Paperwork Reduction Act in Appendix B. After the FY 1999 ICB was published, OMB made further efforts to work with the Chief Information Officers (CIOs) to remedy these violations and prevent future. The then-Acting Administrator of OIRA, Donald R. Arbuckle, wrote to the Chief Information Officers requiring their assistance. This memorandum also included a list of all expirations of OMB approval for the first half of FY 1999 with instructions to the CIOs to review the list and confirm that all of the collections had been discontinued upon expiration of the OMB approval. (This list is not included here.)

In addition, OMB Deputy Director Sylvia Mathews sent the members of the President's Management Council a copy of the FY 1999 ICB, pointing out the problems highlighted in Appendix B, and a copy of the memorandum to the CIOs.

These two memoranda follow.



THE DEPUTY DIRECTOR

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

May 5, 1999

MEMORANDUM FOR PRESIDENT'S MANAGEMENT COUNCIL

FROM: Sylvia M. Mathews *SM*

SUBJECT: FY 1999 Information Collection Budget and Paperwork Reduction Act Violations

OMB has completed the *Information Collection Budget of the United States Government, FY 1999*. A copy is enclosed for your consideration. I would like to thank those in your agencies that worked with OMB to compile this comprehensive report.

However, I need to call to your attention appendix B. As you know, under the Paperwork Reduction Act, no agency may conduct or sponsor a collection of information without a current OMB approval. In this year's ICB, we document 872 violations of the Paperwork Reduction Act, more than 370 of which remain unresolved. The Senate Committee on Government Affairs, the House Committee on Government Reform and the General Accounting Office have raised concerns about these violations. We would like to work with you to resolve these concerns and fully implement the PRA. As OMB recently testified before the House Subcommittee on National Economic Growth, Natural Resources, and Regulatory Affairs of the House Committee on Government Reform, "We take agency violations of the PRA very seriously and will be working with the agencies to improve their compliance with the Act."

Donald R. Arbuckle, the Acting Administrator of OMB's Office of Information and Regulatory Affairs is sending to the Chief Information Officers the attached memorandum. In it, he asks the CIOs for their full attention to this problem and requests timetables for the resolution of current violations and commitments to prevent future one. Please work with the CIOs to ensure that they have the necessary resources and authority to accomplish their duties under the Paperwork Reduction Act.

If you have any questions about this request, please feel free to contact Don Arbuckle directly.



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

MAY 4 1999

MEMORANDUM FOR CHIEF INFORMATION OFFICERS

FROM:

~~Donald R. Atbuck~~


SUBJECT:

FY 1999 Information Collection Budget and Paperwork Reduction Act
Violations

OMB has completed the *Information Collection Budget of the United States Government, FY 1999*. A copy is enclosed for your consideration. I would like to thank those in your agencies that worked with us to compile this comprehensive report. Additional copies are available in hard copy through the OIRA docket library and electronically through the Internet at <http://www.whitehouse.gov/OMB/inforeg/icb-fy99.pdf>.

However, I need to call to your attention appendix B, Paperwork Reduction Act (PRA) Violations. As you know, the PRA requires a vigorous review of information collections including public comment, agency review, and OMB oversight. This review is intended to ensure that agencies minimize the Federal information collection burden on the public while maximizing the practical utility of and public benefit from Federal information collections. The PRA specifically requires agencies to obtain OMB approval before conducting or sponsoring any collection of information and to renew that approval every three years for the lifetime of the collection.

In this year's Information Collection Budget (ICB), we document 872 violations of the Paperwork Reduction Act, more than 370 of which remain unresolved. This situation is unacceptable; we must fix it immediately and prevent it from happening again. As OMB recently testified before the House Subcommittee on National Economic Growth, Natural Resources, and Regulatory Affairs of the House Committee on Government Reform, "We take agency violations of the PRA very seriously and will be working with the agencies to improve their compliance with the Act."

I am requesting the following from each of the 27 agencies described in the ICB:

- For each violation of the PRA described in appendix B, provide a timetable for resolution, including publication of all relevant *Federal Register* notices and submission to OMB.
- Attached is a list of every expiration for your agencies since the end of fiscal year 1998. For each collection, please indicate affirmatively for each collection whether or not your agency has discontinued its use. Each collection that your agency continues to use represents a violation until it is reinstated. Provide a timetable for resolution, including publication of all relevant *Federal Register* notices and submission to OMB, for each collection that your agency continues to use.

- For each agency, describe your procedures by which the Chief Information Officer will prevent future violations, both through the monthly review of OMB's computer-generated reports and through general oversight of and participation in the agency's programmatic functions.

Please provide this information to the Acting Administrator of OIRA by June 2, 1999. OIRA will review your submissions and monitor adherence to your commitments.

If you have any questions about this effort, please contact me directly or have your staff contact your OIRA Desk Officer.

About OIRA

The Paperwork Reduction Act of 1980 (P.L. 96-511) and its successor, the Paperwork Reduction Act of 1995 (P.L. 104-13), established the Office of Information and Regulatory Affairs (OIRA) in the Office of Management and Budget to oversee agency information resources management, information collection, and use of information technology. Under this authority, OIRA develops policies and guidelines to promote the management, dissemination, privacy, and security of government information and coordinates Federal statistical policies and resources. OIRA is also responsible for the review of agency rulemaking activity under Executive Order 12866. The Administrator of OIRA is appointed by the President and confirmed by the Senate.

Principal contributors to this report were David Rostker, Peter Eglinton, Erik K. Godwin, Jefferson B. Hill, Alexander T. Hunt, and Daniel Werfel. If you have questions about any of the information collections discussed in this report, the Docket Library is open to the public by appointment. Call, write, or fax to arrange an appointment:

OIRA Docket Library
Office of Management and Budget
New Executive Office Building, Room 10102
Washington, DC 20503
Phone: (202) 395-6880
Fax: (202) 395-5806

Please include the OMB numbers of the collections about which you inquire.