

Reclamation Manual

Directives and Standards

Subject: Information Collection

Purpose: The purpose of this directive is to provide guidance in requesting Office of Management and Budget (OMB) approval for an information collection. It is to be used in conjunction with the Departmental Manual, 381 DM 1-13.

Authority: Paperwork Reduction Act, 44 U.S.C. 3501, 5 CFR 1320; Paperwork Reduction Act of 1995; 381 DM 11-13, Information Collection Handbook; and Information Collection (Reclamation brochure); Department of the Interior Handbook; and OMB guidelines.

Contact: Directives and Paperwork Management Team, D-7924

1. **Information Collection.** The Paperwork Reduction Act requires that any Federal Government agency wishing to collect information from 10 or more people first obtain approval from the Office of Management and Budget (OMB).
2. **Responsibilities of Reclamation's Information Collection Officer.** Reclamation's information collection officer is located in the Directives and Paperwork Management Team. The information collection officer provides interpretation of the laws and guidance on OMB requirements, processes information collection clearance packages, provides training, responds to Departmental and OMB reporting requirements such as the Annual Information Collection Budget, and interprets and disseminates Departmental and OMB guidelines/directives.
3. **Submitting an Information Collection for Approval.** Prepare documentation according to OMB and Departmental guidance to establish, revise, or reestablish an information collection. Submit documentation to Reclamation's information collection officer for review of content and format. Completed information collection clearance packages must be forwarded to the Department by the information collection officer.