

Paperwork Reduction Act Outline

- I. Requirement
 - A. Obtain OMB control number before collecting information from the public
 - B. Display a valid OMB control number on all collections of information
- II. Trigger
 - A. "Collection of information"
 - 1. Identical questions
 - 2. 10 or more people
 - 3. Includes voluntary submissions
 - 4. May be in any format (e.g., includes required posting or labeling)
 - B. Conducted or Sponsored by an agency
- III. Process and Timing
 - A. Process
 - 1. Work with regional PRA coordinator
 - 2. Complete and submit forms CIO checklist/sample forms
 - 3. Estimate "burden hours"
 - a. How long for affected public to read instructions
 - b. Gather data
 - c. And complete forms
 - 4. Provide notice and comment on burden estimate
 - a. From both OMB and the public
 - b. Public comment may be done in conjunction with rulemaking
 - B. Timing
 - 1. Plan ahead
 - 2. Clearance may take 9 months - Show CIO timelines
 - 3. OMB clearance lasts 3 years
- IV. Renewals
 - A. Just as time-consuming as first clearance
 - B. Timing: plan to start process 10 month prior to expiration
- V. Emergencies: Special procedures available
 - A. Agencies may request expedited OMB review
 - 1. Include determination by agency that:
 - a. Collection needed sooner than PRA provides
 - b. Is essential to the mission of the agency
 - c. Reason for inability to comply with normal timeline is:
 - i. Public harm is reasonably likely
 - ii. Unanticipated event
 - iii. Statutory or court deadline
 - 2. State the time period within which OMB should approve or disapprove
 - 3. State that agency has taken all practicable steps to consult and minimize burden
 - 4. Include statement in FR a statement explaining the request for emergency processing
 - B. Timing
 - 1. OMB to approve or disapprove within designated time period
 - 2. Approval, limited to 90 days duration