

INFORMATION COLLECTION PROGRAM

I. Purpose

This Management Directive (MD) establishes the Department of Homeland Security (DHS) policy implementing the provisions of the Paperwork Reduction Act of 1995, as amended, concerning collections of information.

II. Scope

This MD applies to all DHS Organizational Elements (OE's). DHS OE's with existing information collection programs shall continue to use internal policy and procedures for their respective OE's and the policies and procedures in this MD.

III. Authorities

- A. Paperwork Reduction Act of 1995, as amended, 44 U.S.C. § 3501-3520.
- B. Clinger-Cohen Act of 1996, "Information Technology Management Reform Act," P.L. 104-106.
- C. Title 5, "Administrative Personnel," Chapter III – Office of Management and Budget, Part 1320: Controlling Paperwork Burdens on the Public. ([See Appendix A.](#))
- D. Executive Order 12291, "Federal Regulation."
- E. MD 0010.1, "Management Directives System and DHS Announcements."

IV. Definitions

- A. **DHS Organizational Element:** The DHS OE is defined in MD 0010.1, "Management Directives System and DHS Announcements."
- B. **DHS Staff:** Employees and contractors working on behalf of DHS.

C. Title 5, “Administrative Personnel,” Chapter III – Office of Management and Budget,” list the definitions for implementation and compliance of this program. ([See Appendix A.](#))

V. Responsibilities

A. The ***DHS Chief Information Officer*** serves as the DHS senior official and is responsible for:

1. Assuring compliance with prompt, efficient, and effective implementation of the information policies and information resources management responsibilities established under the Paperwork Reduction Act (PRA).
2. Establishing a program office that will review, evaluate, and process information collection requests (see Appendix A), to determine suitability for submission to the Office of Management and Budget (OMB).
3. Providing signature and concurrence, or assigning a designee approval and signature authority for information collection requests and Federal Register notices. Note: DHS OE’s will establish a senior official or designee for approval and signature authority for their respective agency’s information collection requests and Federal Register notices.

B. ***DHS Departmental PRA Clearance Officer*** is responsible for:

1. Implementing the DHS Information Collection Program to ensure the information collection requests accomplish the mission of DHS.
2. Providing guidance and assistance to DHS staff to ensure compliance with the Paperwork Reduction Act of 1995, as amended.
3. Seeking legal concurrence for information collection requests and Federal Register notices when warranted.
4. Reviewing and finalizing information collection requests, accompanying certifications and documentation prior to submission to OMB for review and approval, and to the Federal Register for the publishing of Federal Register notices received from DHS OE’s.
5. Obtaining the signature of a DHS senior official or his/her designee for information collection requests and Federal Register notices.
6. Submitting signed and approved information collection requests to OMB for review and approval, and Federal Register notices for publication in the Federal Register.

C. **DHS Organizational Elements' PRA Clearance Officers** are responsible for:

1. Implementing their respective Information Collection Programs to ensure that the information collection requests accomplish the mission of their respective OE's.
2. Ensuring compliance and implementation of responsibilities associated with the Paperwork Reduction Act of 1995, as amended.
3. Ensuring an up-to-date inventory is maintained for OE's information collection requests, supporting and background documentation, and Federal Register notices.
4. Providing guidance and assistance to DHS staff regarding PRA compliance.
5. Obtaining the signature of OE's senior official, or his/her designee, for their respective OE's information collections requests and 60-day and 30-day Federal Register notices for submission to DHS Departmental PRA Officer for review, concurrence, and submission of the PRA package to OMB for review and approval.

D. **DHS General Counsel Office** is responsible for:

1. Assisting DHS Departmental PRA Clearance Officer(s) with information collection requests when necessary.
2. Reviewing and approving Federal Register notices before submission to the Federal Register for publishing.
3. Coordinating the approval of proposed, interim, and final regulations with DHS Counsel Offices for regulations associated with PRA submissions. Note: DHS OE's Counsel Offices will coordinate the proposed, interim, and final regulations, and associated PRA submissions, with DHS OE's PRA Clearance Officers for their respective OE's.

E. **DHS staff** shall:

1. Contact their respective PRA Clearance Officers for guidance regarding PRA compliance.
2. Prepare the necessary paperwork associated with information collection requests and Federal Register notices.

3. Respond to questions from their respective PRA Clearance Officers regarding information collection requests and Federal Register notices.

VI. Policy and Procedures

A. **Policy:**

1. It is the policy of DHS that DHS and all OE's will adhere to and follow the guidelines set forth in the Paperwork Reduction Act of 1995.
2. The DHS senior official, or his/her designee, shall certify that the proposed information collection requests for submission to OMB are necessary for proper performance of DHS functions, have practical utility, are not duplicative for the collection of information; and, to the extent practicable and appropriate, reduce the burden on persons providing information to DHS.

B. **Procedures:** [Appendix A](#) outlines the procedures for compliance and implementation of this MD.

VII. Questions

Address all questions or concerns regarding this MD to the DHS Office of the Chief Information Officer.

Attachments:

Appendix A: Title 5, "Administrative Personnel," Chapter III – Office of Management and Budget, Part 1320: Controlling Paperwork Burdens on the Public. ([See Appendix A.](#))

**TITLE 5 –ADMINISTRATIVE PERSONNEL, CHAPTER III – OFFICE OF
MANAGEMENT AND BUDGET, PART 1320 - CONTROLLING
PAPERWORK BURDENS ON THE PUBLIC**

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§1320.1. Purpose.

The purpose of this Part is to implement the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35) (the Act) concerning collections of information. It is issued under the authority of section 3516 of the Act, which provides that "The Director shall promulgate rules, regulations, or procedures necessary to exercise the authority provided by this chapter." It is designed to reduce minimize and control burdens and maximize the practical utility and public benefit of the information created, collected, disclosed, maintained, used, shared and disseminated by or for the Federal government.

§1320.2 Effect.

- (a) Except as provided in paragraph (b) of this section, this Part takes effect on October 1, 1995.
- (b) (1) In the case of a collection of information for which there is in effect on September 30, 1995, a control number issued by the Office of Management and Budget under 44 U.S.C. Chapter 35, the provisions of this Part shall take effect beginning on the earlier of:

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- (i) the date of the first extension of approval for or modification of that collection of information after September 30, 1995; or
 - (ii) the date of the expiration of the OMB control number after September 30, 1995.
- (2) Prior to such extension of approval, modification, or expiration, the collection of information shall be subject to 5 CFR 1320, as in effect on September 30, 1995.

§1320.3 Definitions.

For the purposes of implementing the Act and this Part, the following terms are defined as follows:

- (a) **Agency** means any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the government, or any independent regulatory agency, but does not include:
- (1) the General Accounting Office;
 - (2) Federal Election Commission;
 - (3) the governments of the District of Columbia and the territories and possessions of the United states, and their various subdivisions; or
 - (4) government-owned contractor-operated facilities, including laboratories engaged in national defense research and production activities.
- (b) (1) **Burden** means the total time, effort, or financial resources expended by persons to generate, maintain, retain or disclose or provide information to or for a Federal agency, including:
- (i) reviewing instructions;
 - (ii) developing, acquiring, installing, and utilizing technology and systems for the purpose of collecting, validating, and verifying information;
 - (iii) developing, acquiring, installing, and utilizing technology and systems for the purpose of processing and maintaining information;
 - (iv) developing, acquiring, installing, and utilizing technology and systems for the purpose of disclosing and providing information;
 - (v) adjusting the existing ways to comply with any previously applicable instructions and requirements;

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- (vi) training personnel to be able to respond to a collection of information;
 - (vii) searching data sources;
 - (viii) completing and reviewing the collection of information; and
 - (ix) transmitting, or otherwise disclosing the information.
- (2) The time, effort, and financial resources necessary to comply with a collection of information that would be incurred by persons in the normal course of their activities (e.g., in compiling and maintaining business records) will be excluded from the "burden" if the agency demonstrates that the reporting, recordkeeping, or disclosure activities needed to comply are usual and customary.
- (3) A collection of information conducted or sponsored by a Federal agency that is also conducted or sponsored by a unit of State, local, or tribal government is presumed to impose a Federal burden except to the extent that the agency shows that such State, local, or tribal requirement would be imposed even in the absence of a Federal requirement.
- (c) **Collection of information** means, except as provided in § 1320.4, the obtaining, causing to be obtained, soliciting, or requiring the disclosure to an agency, third parties or the public of information by or for an agency by means of identical questions posed to, or identical reporting, recordkeeping, or disclosure requirements imposed on, ten or more persons, whether such collection of information is mandatory, voluntary, or required to obtain or retain a benefit. "Collection of information" includes any requirement or request for persons to obtain, maintain, retain, report or publicly disclose information. As used in this Part, "collection of information" refers to the act of collecting or disclosing information, to the information to be collected or disclosed, to a plan and/or an instrument calling for the collection or disclosure of information, or any of these, as appropriate.

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- (1) A Collection of information may be in any form or format, including the use of report forms; application forms; schedules; questionnaires; surveys; reporting or recordkeeping requirements; contracts; agreements; policy statements; plans; rules or regulations; planning requirements; circulars; directives; instructions; bulletins; requests for proposals or other procurement requirements; interview guides; oral communications; posting, notification, labeling, or similar disclosure requirements; telegraphic or telephonic requests; automated, electronic, mechanical, or other technological collection techniques; standard questionnaires used to monitor compliance with agency requirements; or any other techniques or technological methods used to monitor compliance with agency requirements. A "collection of information" may implicitly or explicitly include related collection of information requirements.
- (2) Requirements by an agency for a persons to obtain or compile information for the purpose of disclosure to members of the public or the public at large, through posting, notification labeling or similar disclosure requirements constitutes the "collection of information" whenever the same requirement to obtain or compile information would be a "collection of information" if the information were directly provided to the agency. The public disclosure of information originally supplied by the Federal government to the recipient for the purpose of disclosure to the public is not included within this definition.
- (3) Collection of information includes questions posed to agencies, instrumentalities, or employees of the United States, if the results are to be used for general statistical purposes, that is, if the results are to be used for statistical compilations of general public interest, including compilations showing the status or implementation of Federal activities and programs.
- (4) As used in paragraph (c) of this section, "ten or more persons" refers to the persons to whom a collection of information is addressed by the agency within any 12-month period, and to any independent entities to which the initial addressee may reasonably be expected to transmit the collection of information during that period, including independent State, territorial, tribal or local entities and separately incorporated subsidiaries or affiliates. For the purposes of this definition of "ten or more persons," "persons" does not include employees of the respondent acting within the scope of their employment, contractors engaged by a respondent for the purpose of complying with the collection of information, or current employees of the Federal government (including military reservists and members of the National Guard while on active duty) when acting within the scope of their employment, but it does include retired any other former Federal employees.

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- (i) Any recordkeeping, reporting, or disclosure requirement contained in a rule of general applicability is deemed to involve ten or more persons.
 - (ii) Any collection of information addressed to all or a substantial majority of an industry is presumed to involve ten or more persons.
- (d) **Conduct or Sponsor.** A Federal agency is considered to "conduct or sponsor" a collection of information if the agency collects the information, causes another agency to collect the information, contracts or enters into a cooperative agreement with a person to collect the information, or requires a person to provide information to another person, or in similar ways causes another agency, contractor, partner in a cooperative agreement, or person to obtain, solicit, or require the disclosure to third parties or the public of information by or for an agency. A collection of information undertaken by a recipient of a Federal grant is considered to be "conducted or sponsored" by an agency only if:
 - (1) the recipient of a grant is conducting the collection of information at the specific request of the agency; or
 - (2) the terms and conditions of the grant require specific approval by the agency of the collection of information or collection procedures.
- (e) **Director** means the Director of OMB, or his or her designee.
- (f) **Display** means:
 - (1) in the case of forms, questionnaires, instructions, and other written collections of information sent or made available to potential respondents (other than in an electronic format), to place the currently valid OMB control number on the front page of the collection of information;
 - (2) in the case of forms, questionnaires, instructions, and other written collections of information sent or made available to potential respondents in an electronic format, to place the currently valid OMB control number in the instructions, near the title of the electronic collection instrument, or for on-line applications, on the first screen viewed by the respondent;

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- (3) in the case of collections of information published in regulations, guidelines, and other issuances in the **Federal Register**, to public the currently valid OMB control number in the **Federal Register** (for example, in the case of a collection of information in a regulation, by publishing the OMB control number in the preamble or the regulatory text for the final rule, in a technical amendment to the final rule, or in a separate notice announcing OMB approval of the collection of information). In the case of a collection of information published in the issuance that is also included in the Code of Federal Regulations, publication of the currently valid control number in the Code of Federal Regulations constitutes an alternative means of "display." In the case of a collection of information published in an issuance that is also included in the Code of Federal Regulations, OMB recommends for ease of future reference that, even when an agency has already "displayed" the OMB control number by publishing it in the **Federal Register** as a separate notice or in the preamble for the final rule (rather than in the regulatory text for the final rule or in a technical amendment to the final rule), the agency also place the currently valid control number in a table or codified section to be included in the Code of Federal Regulations. For placement of OMB control numbers in the Code of Federal Regulations, see 1 CFR 21.35.
- (4) in other cases, and where OMB determines in advance in writing that special circumstances exist, to use other means to inform potential respondents of the OMB control number.
- (g) **Independent regulatory agency** means the board of Governors of the Federal Reserve System, the Commodity Futures Trading Commission, the Consumer Product Safety Commission, the Federal Communications Commission, the Federal Deposit Insurance Corporation, the Federal Energy Regulatory Commission, the Federal Housing Finance Board, the Federal Maritime Commission, the Federal Trade Commission, the Interstate Commerce Commission, the Mine Enforcement Safety and Health Review Commission, the National Labor Relations Board, the Nuclear Regulatory Commission, the Occupational Safety and Health Review Commission, the Postal Rate Commission, the Securities and Exchange Commission, and any other similar agency designated by statute as a Federal independent regulatory agency or commission.
- (h) **Information** means any statement or estimate of fact or opinion, regardless of form or format, whether in numerical, graphic, or narrative form, and whether oral or maintained on paper, electronic or other media. "Information" does not generally include items in the following categories; however, OMB may determine that any specific item constitutes "information";

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- (1) affidavits, oaths, affirmations, certifications, receipts, changes of address, consents, or acknowledgments; provided that they entail no burden other than that necessary to identify the respondent, the date, the respondent's address, and the nature of the instrument (by contract, a certification would likely involve the collection of "information" if an agency conducts of sponsored it as a substitute for a collection of information to collect evidence of, or to monitor, compliance with regulatory standards, because such a certification would generally entail burden in addition to that necessary to identify the respondent, the date, the respondent's address, and the nature of the instrument);
 - (2) samples of products or any other physical objects;
 - (3) facts or opinions obtained through direct observation by an employee or agent of the sponsoring agency or through nonstandardized oral communication in connection with such direct observations;
 - (4) facts or opinions submitted in response to a general solicitations of comment from the public published in the **Federal Register** or other publication, regardless of the form or format thereof, provided that no person is required to supply specific information pertaining to the commenter, other than that necessary for self-identification, as a condition of the agency's full consideration of the comment;
 - (5) facts or opinions obtained initially or in follow-on requests, from individuals (including individuals in control groups) under treatment or clinical examination in connection with research on or prophylaxis to prevent a clinical disorder, direct treatment of that disorder or the interpretation of biological analysis of body fluids, tissues, or other specimens, or the identification or classification of such specimens;
 - (6) a request for facts or opinions addressed to a single person;
 - (7) examinations designed to test the aptitude, abilities, or knowledge of the persons tested and the collection of information for identification or classification in connection with such examinations;
 - (8) facts or opinions obtained or solicited at or in connection with public hearings or meetings;
 - (9) facts or opinions obtained or solicited through nonstandardized follow-up questions designed to clarify responses to approved collections of information; and
 - (10) like items so designated by OMB.
- (i) **OMB** refers to the Office of Management and Budget.

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- (j) **Penalty** includes the imposition by an agency or court of a fine or other punishment; a judgment for monetary damages or equitable relief; or the revocation, suspension, reduction, or denial of a license, privilege, right, grant, or benefit.
- (k) **Person** means an individual, partnership, association, corporation (including operations of government-owned contractor-operated facilities), business trust, or legal representative, an organized group of individuals, a State, territorial, tribal, or local government or branch thereof, or a political subdivision of a State, territory, tribal, or local government or a branch of a political subdivision;
- (l) **Practical utility** means the actual, not merely the theoretical or potential, usefulness of information to or for an agency, taking into account its accuracy, validity, adequacy, and reliability, and the agency's ability to process the information it collects (or a person's ability to receive and process that which is disclosed, in the case of a third-party or public disclosure) in the useful and timely fashion. In determining whether information will have "practical utility," OMB will take into account whether the agency demonstrates actual timely use for the information either to carry out its functions or make it available to third-parties or the public, either directly or by means of a third-party or public posting, notification, labeling, or similar disclosure requirement, for the use of persons who have an interest in entities or transaction over which the agency has jurisdiction. In the case of recordkeeping requirements or general purpose statistics (see § 1320.3(c)(3)), "practical utility" means that actual uses can be demonstrated.
- (m) **Recordkeeping requirement** means a requirement imposed by or for an agency on persons to maintain specified records, including a requirement to:
 - (1) Retain such records;
 - (2) Notify third parties, the Federal government, or the public of the existence of such records;
 - (3) Disclose such records to third parties, the Federal government, or the public; or
 - (4) Report to third parties, the Federal government, or the public regarding such records.

§ 1320.4 Coverage.

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- (a) The requirements of this Part apply to all agencies as defined in § 1320.3(a) and to all collections of information conducted or sponsored by those agencies, as defined in § 1320.3(c) and (d), whenever conducted or sponsored, but, except as provided in paragraph (b) of this section, shall not apply to collections of information:
- (1) during the conduct of a Federal criminal investigation or prosecution, or during the disposition of a particular criminal matter;
 - (2) during the conduct of a civil action to which the United States or any official or agency thereof is a party, or during the conduct of an administrative action, investigation, or audit involving an agency against specific individuals or entities;
 - (3) by compulsory process pursuant to the Antitrust Civil Process Act and section 13 of the Federal Trade Commission Improvements Act of 1980; or
 - (4) during the conduct of intelligence activities as defined in section 3.4(e) of Executive Order No. 12333, issued December 4, 1981, or successor orders during the conduct of cryptologic activities that are communications security activities.
- (b) The requirements of this Part apply to the collection of information during the conduct of general investigations or audits (other than information collected in an antitrust investigation to the extent provided in paragraph (a)(3) of this section) undertaken with reference to a category of individuals or entities such as a class of licensees or an entire industry.
- (c) The exception in paragraph (a)(2) of this section applies during the entire course of the investigation, audit, or action, whether before or after formal charges or complaints are filed or formal administrative action is initiated, but only after a case file or equivalent is opened with respect to a particular party. In accordance with paragraph (b) of this section, collections of information prepared or undertaken with reference to a category of individuals or entities, such as a class of licensees or an industry, do not fall within this exception.

§ 1320.5 General requirements.

- (a) An agency shall not conduct or sponsor a collection of information unless, in advance of the adoption or revision of the collection of information--
- (1) the agency has--
 - (i) conducted the review required in § 1320.8;

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- (ii) evaluated the public comments received under § 1320.8(d) and § 1320.11;
- (iii) submitted to the Director, in accordance with such procedures and in such form as OMB may specify.
 - (A) the certification required under § 1320.9,
 - (B) the proposed collection of information in accordance with § 1320.10, § 1320.11, or § 1320.12, as appropriate,
 - (C) an explanation for the decision that it would not be appropriate, under § 1320.8(b)(1), for a proposed collection of information to display an expiration date;
 - (D) an explanation for a decision to provide for any payment or gift to respondents, other than remuneration of contractors or grantees;
 - (E) a statement indicating whether (and if so, to what extent) the proposed collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and an explanation for the decision;
 - (F) a summary of the public comments received under § 1320.8(d), including actions taken by the agency in response to the comments, and the date and page of the publication in the **Federal Register** of the notice therefor; and
 - (g) copies of pertinent statutory authority, regulations, and such related supporting materials as OMB may request; and
- (iv) publish, except as provided in § 1320.13(d), a notice in the **Federal Register**--
 - (A) stating that the agency has made such submission; and
 - (B) setting forth--
 - (1) a title for the collection of information;
 - (2) a summary of the collection of information;

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- (3) a brief description of the need for the information and proposed use of the information;
 - (4) a description of the likely respondents, including the estimated number of likely respondents, and proposed frequency of response to the collection of information;
 - (5) an estimate of the total annual reporting and recordkeeping burden that will result from the collection of information;
 - (6) notice that comments may be submitted to OMB; and
 - (7) the time period within which the agency is requesting OMB to approve or disapprove the collection of information if, at the time of submittal of a collection of information for OMB review under § 1320.10, § 1320.11 or § 1320.12, the agency plans to request or has requested OMB to conduct its review on an emergency basis under § 1320.13; and
- (2) OMB has approved the proposed collection of information, OMB's approval has been inferred under § 1320.10(c), § 1320.11(i), or § 1320.12(e), or OMB's disapproval has been voided by an independent regulatory agency under § 1320.15; and
 - (3) the agency has obtained from the Director a control number to be displayed upon the collection of information.
- (b) In addition to the requirements in paragraph (a) of this section, an agency shall not conduct or sponsor a collection of information unless;
- (1) the collection of information displays a currently valid OMB control number; and
 - (2)
 - (i) the agency informs the potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.
 - (ii) An agency shall provide the information described in paragraph (b)(2)(i) of this section in a manner that is reasonably calculated to inform the public.

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- (A) In the case of forms, questionnaires, instructions, and other written collections of information sent or made available to potential respondents (other than in an electronic format), the information described in paragraph (b)(2)(i) of this section is provided "in a manner that is reasonable calculated to inform the public" if the agency includes it either on the form, questionnaire or other collection of information, or in the instructions for such collection.
- (B) in the case of forms, questionnaires, instructions and other written collections of information sent or made available to potential respondents in an electronic format, the information described in paragraph (b)(2)(i) of this section is provided "in a manner that is reasonably calculated to inform the public" if the agency places the currently valid OMB control number in the instructions, near the title of the electronic collection instrument, or, for on-line applications, on the first screen viewed by the respondent.
- (C) in the case of collections of information published in regulations, guidelines, and other issuances in the **Federal Register**, the information described in paragraph (b)(2)(i) of this section is provided "in a manner that is reasonably calculated to inform the public" if the agency publishes such information in the **Federal Register** (for example, in the case of a collection of information in a regulation, by publishing such information in the preamble or the regulatory text, or in a technical amendment to the regulation, or in a separate notice announcing OMB approval of the collection of information). In the case of a collection of information published in an issuance that is also included in the Code of Federal Regulations, publication of such information in the Code of Federal Regulations constitutes an alternative means of providing it "in a manner that is reasonably calculated to inform the public." In the case of a collection of information published in an issuance that is also included in the Code of Federal Regulations, OMB recommends for ease of future reference that, even where an agency has already provided such information "in a manner that is reasonable calculated to inform the public" by publishing it in the **Federal Register** as a separate notice or in the preamble for the final rule (rather than in the regulatory text for the final rule or in a technical amendment to the final rule), the agency also publish such information along with a table or codified section of OMB control numbers to be included in the Code of Federal Regulations (see § 1320.3(f)(3)).

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- (D) in other cases, and where OMB determines in advance in writing that special circumstances exist, to use other means that are reasonably calculated to inform the public of the information described in paragraph (b)(2)(i) of this section.
- (c)
- (1) Agencies shall submit all collections of information, other than those contained in proposed rules published for public comment in the **Federal Register** or in current regulations that were published as final rules in the **Federal Register**, in accordance with the requirements in § 1320.10. Agencies shall submit collections of information contained in interim final rules or direct final rules in accordance with the requirements of § 1320.10.
 - (2) Agencies shall submit collections of information contained in proposed rules published for public comment in the **Federal Register** in accordance with the requirements in § 1320.11.
 - (3) Agencies shall submit collections of information contained in current regulations that were published as final rules in the **Federal Register** in accordance with the requirements in § 1320.12.
 - (4) Special rules for emergency processing of collections of information are set forth in § 1320.13.
 - (5) For purposes of time limits for OMB review of collections of information, any submission properly submitted and received by OMB after 12:00 noon will be deemed to have been received on the following business day.
- (d)
- (1) To obtain OMB approval of a collection of information, an agency shall demonstrate that it has taken every reasonable step to ensure that the proposed collection of information:
 - (i) is the least burdensome necessary for the proper performance of the agency's functions to comply with legal requirements and achieve program objectives;
 - (ii) is not duplicative of information otherwise accessible to the agency; and
 - (iii) has practical utility. The agency shall also seek to minimize the cost to itself of collecting, processing, and using the information, but shall not do so by means of shifting disproportionate costs or burdens onto the public.

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- (2) Unless the agency is able to demonstrate, in its submission for OMB clearance, that such characteristic of the collection of information is necessary to satisfy statutory requirements or other substantial need, OMB will not approve a collection of information-
- (i) requiring respondents to report information to the agency more often than quarterly;
 - (ii) requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
 - (iii) requiring respondents to submit more than an original and two copies of any document;
 - (iv) requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
 - (v) in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
 - (vi) requiring the use of statistical data classification that has not been reviewed and approved by OMB;
 - (vii) that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
 - (viii) requiring respondents to submit proprietary, trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.
- (e) OMB shall determine whether the collection of information, as submitted by the agency, is necessary for the proper performance of the agency's functions. In making this determination, OMB will take into account the criteria set forth in paragraph (d) of this section, and will consider whether the burden of the collection of information is justified by its practical utility. In addition:
- (1) OMB will consider necessary any collection of information specifically mandated by statute or court order, but will independently assess any collection of information to the extent that the agency exercises discretion in its implementation; and

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- (2) OMB will consider necessary any collection of information specifically required by an agency rule approved or not acted upon by OMB under § 1320.11 or § 1320.12, but will independently assess any such collection of information to the extent that it deviates from the specifications of the rule.
- (f) Except as provided in § 1320.15, to the extent that OMB determines that all or any portion of a collection of information is unnecessary, for any reason, the agency shall not engage in such collection or portion thereof. OMB will reconsider its disapproval of a collection of information upon the request of the agency head or Senior Official only if the sponsoring agency is able to provide significant new or additional information relevant to the original decision.
- (g) An agency may not make a substantive or material modification to a collection of information after such collection of information has been approved by OMB, unless the modification has been submitted to OMB for review and approval under this Part.
- (h) An agency should consult with OMB before using currently approved forms or other collections of information after the expiration date printed thereon (in those cases where the actual form being used contains an expiration date that would expire before the end of the use of the form).

§ 1320.6 Public protection

- (a) Notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information that is subject to the requirements of this Part if:
 - (1) the collection of information does not display, in accordance with § 1320.(3)(f) and § 1320.5(b)(1), a currently valid OMB control number assigned by the Director in accordance with the Act; or
 - (2) the agency fails to inform the potential person who is to respond to the collection of information, in accordance with § 1320.5(b)(2), that such person is not required to respond to the collection of information unless it displays a currently valid OMB control number.
- (b) The protection provided by paragraph (a) of this section may be raised in the form of a complete defense, bar, or otherwise to the imposition of such penalty at any time during the agency administrative process in which such penalty may be imposed or in any judicial action applicable thereto.

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- (c) Whenever an agency has imposed a collection of information as a means for proving or satisfying a condition for the receipt of a benefit or the avoidance of a penalty, and the collection of information does not display a currently valid OMB control number or inform the potential persons who are to respond to the collection of information, as prescribed in § 1320.5(b), the agency shall not treat a person's failure to comply, in and of itself, as grounds for withholding the benefit or imposing the penalty. The agency shall instead permit respondents to prove or satisfy the legal conditions in any other reasonable manner.
 - (1) If OMB disapproves the whole of such a collection of information (and the disapproval is not overridden under § 1320.15), the agency shall grant the benefit to (or not impose the penalty on) otherwise qualified persons without requesting further proof concerning the condition.
 - (2) If OMB instructs an agency to make a substantive or material change to such a collection of information (and the instruction is not overridden under § 1320.15), the agency shall permit respondents to prove or satisfy the condition by complying with the collection of information as so changed.
- (d) Whenever a member of the public is protected from imposition of a penalty under this section for failure to comply with a collection of information, such penalty may not be imposed by an agency directly, by an agency through judicial process, or by any other person through administrative or judicial process.
- (e) The protection provided by paragraph (a) of this section does not preclude the imposition of a penalty on a person for failing to comply with a collection of information that is imposed on the person by statute--e.g., 26 U.S.C. § 6011(a) (statutory requirement for person to file a tax return), 42 U.S.C. § 6938(c) (statutory requirement for person to provide notification before exporting hazardous waste).

§1320.7 Agency head and Senior Official responsibilities.

- (a) Except as provided in paragraph (b) of this section, each agency head shall designate a Senior Official to carry out the responsibilities of the agency under the Act and this Part. The Senior Official shall report directly to the head of the agency and shall have the authority, subject to that of the agency head, to carry out the responsibilities of the agency under the Act and this Part.
- (b) An agency head may retain full undelegated review authority for any component of the agency which by statute is required to be independent of any agency official below the agency head. For each component for which responsibility under the Act is not delegated to the Senior Official, the agency head shall be responsible for the performance of those functions.

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- (c) The Senior Official shall head an office responsible for ensuring agency compliance with and prompt, efficient, and effective implementation of the information policies and information resources management responsibilities established under the Act, including the reduction of information collection burdens on the public.
- (d) With respect to the collection of information and the control of paperwork, the Senior Official shall establish a process within such office that is sufficiently independent of program responsibility to evaluate fairly whether proposed collections of information should be approved under this Part.
- (e) Agency submissions of collections of information for OMB review, and the accompanying certifications under § 1320.9, may be made only by the agency head or the Senior Official, or their designee.

§1320.8 Agency collection of information responsibilities.

The office established under § 1320.7 shall review each collection of information before submission to OMB for review under this Part.

- (a) This review shall include:
 - (1) an evaluation of the need for the collection of information, which shall include, in the case of an existing collection of information, an evaluation of the continued need for such collection;
 - (2) a functional description of the information to be collected;
 - (3) a plan for the collection of information;
 - (4) a specific, objectively supported estimate of burden, which shall include, in the case of an existing collection of information, an evaluation of the burden that has been imposed by such collection;
 - (5) an evaluation of whether (and if so, to what extent) the burden on respondents can be reduced by use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses;
 - (6) a test of the collection of information through a pilot program, if appropriate; and
 - (7) a plan for the efficient and effective management and use of the information to be collected, including necessary resources.
- (b) Such office shall ensure that each collection of information;

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- (1) is inventoried, displays a currently valid OMB control number, and, if appropriate, an expiration date;
 - (2) is reviewed by OMB in accordance with the clearance requirements of 44 U.S.C. § 3507; and
 - (3) informs and provides reasonable notice of the potential persons to whom the collection of information is addressed of-
 - (i) the reason the information is planned to be and/or has been collected;
 - (ii) the way such information is planned to be and/or has been used to further the proper performance of the functions of the agency;
 - (iii) an estimate, to the extent practicable, of the average burden of the collection (together with a request that the public direct to the agency any comments concerning the accuracy of this burden estimate and any suggestions for reducing this burden);
 - (iv) whether responses to the collection of information are voluntary, required to obtain or retain a benefit (citing authority), or mandatory (citing authority);
 - (v) the nature and extent of confidentiality to be provided, if any (citing authority); and
 - (vi) the fact that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.
- (c) (1) An agency shall provide the information described in paragraphs (b)(3)(i) through (v) of this section as follows:
- (i) in the case of forms, questionnaires, instructions, and other written collections of information sent or made available to potential respondents (except in an electronic format), such information can be included either on the form, questionnaire or other collection of information, as part of the instructions for such collection, or in a cover letter or memorandum that accompanies the collection of information.

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- (ii) in the case of forms, questionnaires, instruction, and other written collections of information sent or made available to potential respondents in an electronic format, such information can be included either in the instructions, near the title of the electronic collection instrument, or for on-line applications, on the first screen viewed by the respondent;
 - (iii) in the case of collections of information published in regulations, guidelines, and other issuances in the **Federal Register**, such information can be published in the **Federal Register** (for example, in the case of a collection of information in a regulation, by publishing such information in the preamble or the regulatory text to the final rule, or in a technical amendment to the final rule, or in a separate notice announcing OMB approval of the collection of information).
 - (iv) in other cases, and where OMB determines in advance in writing that special circumstances exist, agencies may use other means to inform potential respondents.
- (2) An agency shall provide the information described in paragraph (b)(3)(vi) of this section in a manner that is reasonably calculated to inform the public (see § 1320.5(b)(2)(ii)).
- (d) (1) Before an agency submits a collection of information to OMB for approval, and except as provided in paragraphs (d)(3) and (d)(4) of this section, the agency shall provide 60-day notice in the **Federal Register**, and otherwise consult with members of the public and affected agencies concerning each proposed collection of information, to solicit comment to:
- (i) evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
 - (ii) evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
 - (iii) enhance the quality, utility, and clarity of the information to be collected; and
 - (iv) minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

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- (2) If the agency does not publish a copy of the proposed collection of information, together with the related instructions, as part of the **Federal Register** notice, the agency should-
 - (i) provide more than 60-day notice to permit timely receipt, by interested members of the public, of a copy of the proposed collection of information and related instructions; or
 - (ii) explain how and from whom an interested member of the public can request and obtain a copy without charge, including, if applicable, how the public can gain access to the collection of information and related instructions electronically on demand.
- (3) The agency need not separately seek such public comment for any proposed collection of information contained in a proposed rule to be reviewed under § 1320.11, if the agency provides notice and comment through the notice of proposed rulemaking for the proposed rule and such notice specifically includes the solicitation of comments for the same purposes as are listed under paragraph (d)(1) of this section.
- (4) The agency need not seek or may shorten the time allowed for such public comment if OMB grants an exception from such requirement for emergency processing under § 1320.13.

§1320.9 Agency certifications for proposed collections of information.

As part of the agency submission to OMB of a proposed collection of information, the agency (through the head of the agency, the Senior Official, or their designee) shall certify (and provide a record supporting such certification) that the proposed collection of information-

- (a) is necessary for the proper performance of the functions of the agency, including that the information to be collected will have practical utility;
- (b) is not unnecessarily duplicative of information otherwise reasonable accessible to the agency;
- (c) reduces to the extent practicable and appropriate the burden on persons who shall provide information to or for the agency, including with respect to small entities, as defined in the Regulatory Flexibility Act (5 U.S.C. 601(6)), the use of such techniques as:
 - (1) establishing differing compliance or reporting requirements or timetables that take into account the resources available to those who are to respond;

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- (2) the clarification, consolidation, or simplification of compliance and reporting requirements; or
- (3) an exemption from coverage of the collection of information, or any part thereof;
- (d) is written using plain, coherent, and unambiguous terminology and is understandable to those who are to respond;
- (e) is to be implemented in ways consistent and compatible, to the maximum extent practicable, with the existing reporting and recordkeeping practices of those who are to respond;
- (f) indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;
- (g) informs potential respondents of the information called for under § 1320.8(b)(3);
- (h) has been developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected, including the processing of the information in a manner which shall enhance, where appropriate, the utility of the information to agencies and the public;
 - (i) uses effective and efficient statistical survey methodology appropriate to the purpose for which the information is to be collected; and
- (j) to the maximum extent practicable, uses appropriate information technology to reduce burden and improve data quality, agency efficiency and responsiveness to the public.

§1320.10 Clearance of collections of information, other than those contained in proposed rules or in current rules.

Agencies shall submit all collections of information, other than those contained either in proposed rules published for public comment in the **Federal Register** (which are submitted under § 1320.11) or in current rules that were published as final rules in the **Federal Register** (which are submitted under § 1320.12), in accordance with the following requirements:

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- (a) On or before the date of submission to OMB, the agency shall, in accordance with the requirements in § 1320.5(a)(1)(iv), forward a notice to the **Federal Register** stated that OMB approval is being sought. The notice shall direct requests for information, including copies of the proposed collection of information and supporting documentation, to the agency, and shall request that comments be submitted to OMB within 30 days of the notice's publication. The notice shall direct comments to the Office of Information and Regulatory Affairs of OMB, Attention: Desk Officer for (name of agency). A copy of the notice submitted to the **Federal Register**, together with the date of expected publication, shall be included in the agency's submission to OMB.
- (b) Within 60 days after receipt of the proposed collection of information or publication of the notice under paragraph (a) of this section, whichever is later, OMB shall notify the agency involved of its decision to approve, to instruct the agency to make a substantive or material change to, or to disapprove, the collection of information, and shall make such decision publicly available. OMB shall provide at least 30 days for public comment after receipt of the proposed collection of information before making its decision except as provided under § 1320.13. Upon approval of the collection of information, OMB shall assign an OMB control number and, if appropriate, an expiration date. OMB shall not approve any collection of information for a period longer than three years.
- (c) If OMB fails to notify the agency of its approval, instruction to make substantive or material change, or disapproval within 60-day period, the agency may request, and OMB shall assign without further delay, an OMB control number that shall be valid for not more than one year.
- (d) As provided in § 1320.5(b) and § 1320.6(a), an agency may not conduct or sponsor a collection of information unless the collection of information displays a currently valid OMB control number and the agency informs potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless its displays a currently valid OMB control number.
- (e) (1) In the case of a collection of information not contained in a published current rule which has been approved by OMB and has a currently valid OMB control number, the agency shall:
 - (i) conduct the review established under § 1320.8, including the seeing of public comment under § 1320.8(d); and

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- (ii) after having made a reasonable effort to seek public comment, but no later than 60 days before the expiration date of the OMB control number for the currently approved collection of information, submit the collection of information, submit the collection of information for review and approval under this Part, which shall include an explanation of how the agency has used the information that it has collected.
- (2) The agency may continue to conduct or sponsor the collection of information while the submission is pending at OMB.
- (f) Prior to the expiration of OMB's approval of a collection of information, OMB may decide on its own initiative, after consultation with the agency, to review the collection of information. Such decision will be made only when relevant circumstances have changed or the burden estimates provided by the agency at the time of initial submission were materially in error. Upon notification by OMB of its decision to review the collection of information, the agency shall submit it to OMB for review under this Part.
- (g) For good cause, after consultation with the agency, OMB may stay the effectiveness of its prior approval of any collection of information that is not specifically required by agency rule; in such case, the agency shall cease conducting or sponsoring such collection of information while the submission is pending, and shall publish a notice in the **Federal Register** to that effect.

§1320.11 Clearance of collection of information in proposed rules

Agencies shall submit collections of information contained in proposed rules published for public comment in the **Federal Register** in accordance with the following requirements:

- (a) The agency shall include, in accordance with the requirements in § 1320.5(a)(1)(iv) and § 1320.8(d)(1) and (3), in the preamble to the Notice of Proposed Rulemaking a statement that the collection of information contained in the proposed rule, and identified as such, have been submitted to OMB for review under section 3507(d) of the Act. The notice shall direct comments to the Office of Information and Regulatory Affairs of OMB, Attention: Desk Officer for (name of agency).
- (b) All such submissions shall be made to OMB not later than the day on which the Notice of Proposed Rulemaking is published in the **Federal Register**, in such form and in accordance with such procedures as OMB may direct. Such submissions shall include a copy of the proposed regulation and preamble.

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- (c) Within 60 days of publication of the proposed rule, but subject of paragraph (e) of this section, OMB may file public comments on collection of information provisions. The OMB comments shall be in the form of an OMB Notice of Action, which shall be sent to the Senior Official or agency head, or their designee, and which shall be made a part of the agency's rulemaking records.
- (d) If any agency submission is not in compliance with paragraph (b) of this section, OMB may, subject to paragraph (e) of this section, disapprove the collection of information in the proposed rule within 60 days of receipt of the submission. If an agency fails to submit a collection of information subject to this section, OMB may, subject to paragraph (e) of this section, disapprove it at any time.
- (e) OMB shall provide at least 30 days after receipt of the proposed collection of information before submitting its comments or making its decision, except as provided under §1320.13.
- (f) When the final rule is published in the Federal Register, the agency shall explain how any collection of information contained in the final rule responds to any comments received from OMB or the public. The agency shall include an identification and explanation of any modifications made in the rule, or explain why it rejected the comments. If requested by OMB, the agency shall include OMB's comments in the preamble to the final rule.
- (g) If OMB has not filed public comments under paragraph(c) of this section, or has approved without conditions the collection of information contained in a rule before the final rule is published in the **Federal Register**, OMB may assign an OMB control number prior to publication of the final rule.
- (h) On or before the date of publication of the final rule, the agency shall submit the final rule to OMB, unless it has been approved under paragraph (g) of this section (and not substantively or materially modified by the agency after approval). No later than 60 after publication, but subject to paragraph (e) of this section, OMB shall approve, instruct the agency to make a substantive or material change to, or disapprove, the collection of information contained in the final rule. Any such instruction to change or disapprove may be based on one or more of the following reasons, as determined by OMB:
 - (1) the agency has failed to comply with paragraph (b) of this section;
 - (2) the agency had substantially modified the collection of information contained in the final rule from that contained in the proposed rule without providing OMB with notice of the change and sufficient information to make a determination concerning the modified collection of information at least 60 days before publication of the final rule; or

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- (3) in cases in which OMB had filed public comments under paragraph (c) of this section, the agency's response to such comments was unreasonable, and the collection of information is unnecessary for the proper performance of the agency's functions.
 - (i) After making such decision to approve, to instruct the agency to make a substantive or material change to, or disapprove, the collection of information, OMB shall so notify the agency. If OMB approves the collection of information, OMB shall so notify the agency. If OMB approves the collection of information or if it has not acted upon the submission within the time limits of this section, the agency may request, and OMB shall assign an OMB control number. If OMB disapproves or instructs the agency to make substantive or material change to the collection of information, it shall make the reasons for its decision publicly available.
 - (j) OMB shall not approve any collection of information under this section for a period longer than three years. Approval of such collection of information will be for the full three-year period, unless OMB determines that there are special circumstances requiring approval for a shorter period.
 - (k) After receipt of notification of OMB's approval, instruction to make a substantive or material change to, disapproval of a collection of information, or failure to act, the agency shall publish a notice of the **Federal Register** to inform the public of OMB's decision.
 - (l) As provided in § 1320.5(b) and § 1320.6(a), an agency may not conduct or sponsor a collection of information unless the collection of information displays a currently valid OMB control number and the agency informs potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

§1320.12 Clearance of collections of information in current rules.

Agencies shall submit collections of information contained in current rules that were published as final rules in the **Federal Register** in accordance with the following procedures:

- (a) In the case of a collection of information contained in a published current rule which has been approved by OMB and has a currently valid OMB control number, the agency shall:
 - (1) conduct the review established under § 1320.8, including the seeking of public comment under § 1320.8(d); and

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- (2) after having made a reasonable effort to seek public comment, but no later than 60 days before the expiration date of the OMB control number for the currently approved collection of information, submit the collection of information for review and approval under this Part, which shall include an explanation of how the agency has used this information that it has collected.

- (b) (1) In the case of a collection of information contained in a published current rule that was not required to be submitted for OMB review under the Paperwork Reduction Act at the time the collection of information was made part of the rule, but which collection of information is now subject to the Act and this Part, the agency shall:
 - (i) conduct the review established under § 1320.8, including the seeking of public comment under § 1320.(8)(d); and
 - (ii) after having made a reasonable effort to seek public comment, submit the collection of information for review and approval under this Part, which shall include an explanation of how the agency has used the information that it has collected.

- (2) The agency may continue to conduct or sponsor the collection of information while the submission is pending at OMB. In the case of a collection of information not previously approved, approval shall be granted for such period, which shall not exceed 60 days, unless extended by the Direction for an additional 60 days, and an OMB control number assigned. Upon assignment of the OMB control number, and in accordance with § 1320.5(b), the agency shall display the number and inform the potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

- (c) On or before the day of submission to OMB under paragraphs (a) or (b) of this section, the agency shall, in accordance with the requirements set forth in § 1320.5(a)(1)(iv), forward a notice to the **Federal Register** stating that OMB review is being sought. The notice shall direct requests for copies of the collection of information and supporting documentation to the agency, and shall request that comments be submitted to OMB within 30 days of the notice's publication. The notice shall direct comments to the Office of Information and Regulatory Affairs of OMB, Attention: Desk Officer for (name of agency). A copy of the notice submitted to the **Federal Register** together with the date of expected publication, shall be included in the agency's submission to OMB.

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- (d) Within 60 days after receipt of the collection of information or publication of the notice under paragraph (c) of this section, whichever is later, OMB shall notify the agency involved of its decision to approve, to instruct the agency to make a substantive or material change to, or to disapprove, the collection of information, and shall make such decision publicly available. OMB shall provide at least 30 days for public comment after receipt of the proposed collection of information before making its decision, except as provided under § 1320.13.
- (e) (1) Upon approval of the collection of information, OMB shall assign an OMB control number and an expiration date. OMB shall not approve any collection of information for a period longer than three years. Approval of any collection of information submitted under this section will be for the full three-year period, unless OMB determines that there are special circumstances requiring approval for a shorter period.
- (2) If OMB fails to notify the agency of its approval, instructions to make substantive or material change, or disapproval within the 60-day period, the agency may request, and OMB shall assign without further delay, an OMB control number that shall be valid for not more than one year.
- (3) As provided in § 1320.5(b) and § 1320.6(a), an agency may not conduct or sponsor a collection of information unless the collection of information displays a currently valid OMB control number and the agency informs potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.
- (f) (1) If OMB disapproves a collection of information contained in an existing rule, or instructs the agency to make a substantive or material change to a collection of information contained in an existing rule, OMB shall:
- (i) publish and explanation thereof in the **Federal Register**; and
 - (ii) instruct the agency to undertake a rulemaking within a reasonable time limited to consideration of changes to the collection of information contained in the rule and thereafter to submit the collection of information for approval or disapproval under § 1320.10 or § 1320.11, as appropriate; and
 - (iii) extended the existing approval of the collection (including an interim approval granted under paragraph (b) of this section) for the duration of the period required for consideration of proposed changes, including that required for OMB approval or disapproval of the collection of information under § 1320.10 or § 1320.11, as appropriate.

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- (2) Thereafter, the agency shall within a reasonable period of time not to exceed 120 days, undertake such procedures as are necessary in compliance with the Administrative Procedures Act and other applicable law to amend or rescind the collection of information, and shall notify the public through the **Federal Register**. Such notice shall identify the proposed changes in the collections of information and shall solicit public comment on retention, change, or rescission of such collections of information. If the agency employs notice and comment rulemaking procedures for amendment or rescission of the collection of information, publication of the above in the **Federal Register** and submission to OMB shall initiate OMB clearance procedures under section 3507(d) of the Act and § 1320.11. All procedures shall be completed within a reasonable period of time to be determined by OMB in consultation with the agency.
- (g) OMB may disapprove, in whole or in part, any collection of information subject to the procedures of this section, if the agency:
 - (1) has refused within a reasonable time to comply with an OMB instruction to submit the collection of information for review;
 - (2) has refused within a reasonable time to initiate procedures to change the collection of information; or
 - (3) has refused within a reasonable time to publish a final rule continuing the collection of information, with such changes as may be appropriate, or otherwise complete the procedures for amendment or rescission of the collection of information.
- (h)
 - (1) Upon disapproval by OMB of a collection of information subject to this section except as provided in paragraph (f)(1)(iii) of this section, the OMB control number assigned to such collection of information shall immediately expire, and no agency shall conduct or sponsor such collection of information. Any such disapproval shall constitute disapproval of the collection of information contained in the Notice of Proposed Rulemaking or other submissions, and also of the preexisting information collection instruments directed at the same collection of information and therefore constituting essentially the same collection of information.

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- (2) The failure to display a currently valid OMB control number for a collection of information contained in a current rule, or the failure to inform the potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number, does not, as a legal matter, rescind or amend the rule; however, such absence will alert the public that either the agency has failed to comply with applicable legal requirements for the collection of information or the collection of information has been disapproved, and that therefore the portion of the rule containing the collection of information has no legal force and effect and the public protection provisions of 44 U.S.C. 3512 apply.
- (i) Prior to the expiration of OMB's approval of a collection of information in a current rule, OMB may decide on its own initiative, after consultation with the agency, to review the collection of information. Such decisions will be made only when relevant circumstances have changed or the burden estimates provided by the agency at the time of initial submission were materially in error. Upon notification by OMB of its decision to review the collection of information, the agency shall submit it to OMB for review under this Part.

§1320.13 Emergency processing.

An agency head or the Senior Official, or their designee, may request OMB to authorize emergency processing of submissions of collections of information.

- (a) Any such request shall be accompanied by a written determination that:
 - (1) The collection of information:
 - (i) Is needed prior to the expiration time periods established under this Part;
 - (ii) Is essential to the mission of the agency; and
 - (2) The agency cannot reasonably comply with the normal clearance procedures under this Part because:
 - (i) Public harm is reasonably likely to result if normal clearance procedures are follows;
 - (ii) An unanticipated event has occurred; or
 - (iii) The use of normal clearance procedures is likely to prevent or disrupt the collection of information or is reasonable likely to cause a statutory or court order deadline to be missed.

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- (b) The agency shall state the time period within which OMB should approve or disapprove the collection of information.
- (c) The agency shall submit information indicating that it has taken all practicable steps to consult with interested agencies and members of the public in order to minimize the burden of the collection of information.
- (d) The agency shall set forth in the **Federal Register** notice prescribed by § 1320.5(a)(1)(iv), unless waived or modified under this section, a statement that it is requesting emergency processing, and the time period stated under paragraph (b) of this section.
- (e) OMB shall approve or disapprove each such submission within the time period stated under paragraph (b) of this section, provided that such time period is consistent with the purposes of this Act.
- (f) If OMB approves the collection of information, it shall assign a control number valid for a maximum of 90 days after receipt of the agency submission.

§1320.14 Public access.

- (a) In order to enable the public to participate in and provide comments during the clearance process, OMB will ordinarily make its paperwork docket files available for public inspection during normal business hours. Notwithstanding other provisions of this Part, and to the extent permitted by law, requirements to publish notices or to provide materials to the public may be modified or waived by the Director to the extent that such public participation in the approval process would defeat the purpose of the collection of information; jeopardize the confidentiality of proprietary, trade secret, or other confidential information; violate State or Federal law; or substantially interfere with an agency's ability to perform its statutory obligations.
- (b) Agencies shall provide copies of the material submitted to OMB for review promptly upon request by any person.
- (c) Any person may request OMB to review any collection of information conducted by or for an agency to determine if, under this Act and this Part, a person shall maintain, provide, or disclose the information to or for the agency. Unless this request is frivolous, OMB shall, in coordination with the agency responsible for the collection of information:
 - (1) Respond to the request within 60 days after receiving the request, unless such period is extended by OMB to a specified date and the person making the request is given notice of such extension; and
 - (2) Take appropriate remedial action, if necessary.

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§1320.15 Independent regulatory agency override authority.

- (a) An independent regulatory agency which is administered by two or more members of a commission, board, or similar body, may by majority vote void:
 - (1) Any disapproval, instruction to such agency to make material or substantive change to, or stay of the effectiveness of OMB approval of any, collection of information of such agency; or
 - (2) An exercise of authority under § 1320.10(g) concerning such agency.
- (b) The agency shall certify each vote to void such OMB action to OMB, and explain the reasons for such vote. OMB shall without further delay assign an OMB control number to such collection of information, valid for the length of time requested by the agency, up to three years, to any collection of information as to which this vote is exercised. No override shall become effective until the independent regulatory agency, as provided in § 1320.5(b) and § 1320.6(2), has displayed the OMB control number and informed the potential persons who are to respond to the collection of information that such persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

§1320.16 Delegation of approval authority.

- (a) OMB may, after complying with the notice and comment procedures of the Administrative Procedure Act, delegate OMB review of some or all of an agency's collections of information to the Senior Official, or to the agency head with respect to those components of the agency for which he or she has not delegated authority.
- (b) No delegation of review authority shall be made unless the agency demonstrates to OMB that the Senior Official or agency head to whom the authority would be delegate:
 - (1) Is sufficiently independent of program responsibility to evaluate fairly whether proposed collections of information should be approved;
 - (2) Has sufficient resources to carry out this responsibility effectively; and
 - (3) Has established an agency review process that demonstrates the prompt, efficient, and effective performance of collection of information review responsibilities.
- (c) OMB may limit, condition, or rescind, in whole or in part, at any time, such delegations of authority, and reserves the right to review any individual collection of information, or part thereof, conducted or sponsored by an agency, at any time.

Appendix A to MD 142-01

- (d) Subject to the provisions of this Part, and in accordance with the terms and conditions of each delegation as specified in Appendix A to this part, OMB delegates review and approval authority to the following agencies;
 - (1) Board of Governors of the Federal Reserve System; and
 - (2) Managing Director of the Federal Communications Commission.

§1320.17 Information collection budget

Each agency's Senior Official or agency head in the case of any agency for which the agency head has not delegated responsibility under the Act for any component of the agency to the Senior Official, shall develop and submit to OMB, in such form, at such time, and in accordance with such procedures as OMB may prescribe, an annual comprehensive budget for all collections of information from the public to be conducted in the succeeding twelve months. For good cause, OMB may exempt any agency from this requirement.

§1320.18 Other authority

- (a) OMB shall determine whether any collection of other matter is within the scope of the Act, or this Part.
- (b) In appropriate cases, after consultation with the agency, OMB may initiate a rulemaking proceeding to determine whether an agency's collection of information is consistent with statutory standards. Such proceedings shall be in accordance with the informal rulemaking procedures of the Administrative Procedures Act.
- (c) Each agency is responsible for complying with the information policies, principles, standards, and guidelines prescribed by OMB under this Act.
- (d) To the extent permitted by law, OMB may waive any requirements contained in this Part.
- (e) Nothing in this Part shall be interpreted to limit the authority of OMB under this Act, or any other law. Nothing in this Part or this Act shall be interpreted as increasing or decreasing the authority of OMB with respect to the substantive policies and programs of the agencies.