

Reclamation Manual

Directives and Standards

Subject:	Information Collection Management Program
Purpose:	This Directive and Standard (D&S) ensures that information collected from the public adheres to the requirements of the Paperwork Reduction Act of 1995, as amended. The benefits of this D&S are improved internal and external collaboration and communication, and consistency and transparency in the development and administration of information collection requests.
Authority:	Paperwork Reduction Act of 1995 (44 U.S.C. Sec. 3501 et seq); Controlling Paperwork Burdens on the Public (5 CFR Part 1320); Office of Management and Budget Guidance Handbook 1996; Departmental Manual (DM) Parts 318, 381, and 387; Office of the Federal Register's Document Drafting Handbook; Privacy Act of 1974 (5 U.S.C. 552a); and Reclamation Manual D&S, <i>Privacy and Safeguarding Personally Identifiable Information</i> (RCD 01-02), and <i>Information Management</i> (RCD 05-01).
Approving Official:	Director, Mission Assurance and Protection Organization (MAPO)
Contact:	Reclamation Law Administration Division, 84-55000

1. **Introduction.** The Information Collection Management Program (ICMP) is an essential Reclamation-wide program. The primary functions of the program are to:
 - A. minimize the paperwork burden for individuals, small businesses, educational and nonprofit institutions, Federal contractors, state, local and Tribal governments, and other persons resulting from the collection of information by or for Reclamation,
 - B. ensure the greatest possible public benefit from and maximize the utility of information created, collected, maintained, used, shared, and disseminated by or for Reclamation,
 - C. improve the quality and use of Federal information to strengthen decision-making, accountability and openness in government and society, and
 - D. determine if an existing or new information collection complies with the Paperwork Reduction Act (PRA) and prepare the documents needed for clearance from the Office of Management and Budget (OMB).
2. **Applicability.** This D&S applies to all Reclamation offices, employees, and staff.
3. **ICMP Oversight and Administration.**
 - A. The Reclamation Law Administration Division (RLAD) provides oversight in compliance with the information collection regulations identified in the authorities stated in this D&S and provides guidance and assistance, including the development

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and issuance of Reclamation-wide D&Ss, that improve the management of all information collection activities.

- B. Reclamation's Information Collection Clearance Officer (ICCO) develops and administers Reclamation policies and D&Ss related to the requirements of this program.
- C. The ICCO serves as Reclamation's liaison with the Department of the Interior (Department), OMB and other Federal agencies, and the public sector for issues concerning day-to-day communications and operations related to the ICMP.
- D. Regional and program offices ensure employees comply with this D&S and PRA requirements. They also ensure that only the information approved by OMB is collected and maintained.

4. Information Collection Development Process.

- A. The PRA requires Federal agencies to seek and obtain OMB approval before undertaking a collection of information directed to 10 or more persons. The PRA must also obtain approval before continuing a collection for which OMB approval and validity of the OMB control number are about to expire. Under the PRA, OMB may grant approval for an agency to use each information collection instrument for up to a maximum of three years.
- B. Regional and program offices must first consult with Reclamation's ICCO when they identify a need to conduct or sponsor an information collection. Offices must ensure that information collection activities meet PRA requirements, receive OMB clearance, and receive an OMB control number prior to collecting the information.
- C. The ICCO reviews each information collection request to ensure consistency with the requirements stated in the authority section of this D&S, and to ensure that information collected is the least burdensome necessary to achieve program objectives, does not duplicate other OMB-approved information collections, and has practical utility and good quality.
- D. **New Information Collection Requests.** The ICCO provides consultative services to regional and program offices concerning the management and implementation of the ICMP. This includes assistance in initiating and processing new or unplanned information collection requests and emergency information collection requests in accordance with the authorities stated in this D&S.
- E. **Revisions and Renewals of Approved Information Collections.**
 - (1) Regional and program offices must begin the renewal process of their OMB-approved information collections one year in advance of the expiration date associated with their information collection.

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- (2) The ICCO reviews and approves all information collection renewal requests and coordinates clearance through the Department and OMB.
- F. **Information Collections and Associated Rulemakings.** The ICCO must review proposed legislation and all Reclamation proposed and final rulemakings to identify any potential information collection requirements. For those with information collection requirements, the ICCO will assess the costs to Reclamation as well as the paperwork burden imposed on the public.
- G. **Consultation with Other Reclamation Offices.**
- (1) **Regulatory Contact and Federal Register Liaison.** Regional and program offices, together with the ICCO, must coordinate the publication of information collection-related *Federal Register* notices and rulemakings that contain information collection requirements with Reclamation's regulatory contact and *Federal Register* liaison in RLAD.
- (2) **Associate Privacy Officer.** Reclamation's associate privacy officer within the Information Resources Office must review all new or revised information collection requests for any potential personally identifiable information. If Reclamation must obtain personally identifiable information all offices must comply with requirements under the Privacy Act.
- (3) **Forms Manager.** Any new or revised Reclamation forms must be coordinated with Reclamation's forms manager.
5. **Information Collection Clearance Process.**
- A. Regional and program directors must approve their office's information collection requests prior to submitting final information collection requests to the ICCO.
- B. Reclamation's ICCO coordinates OMB clearance of Reclamation information collection requests and responses to inquiries from OMB, maintains records of transmittals and clearances, and notifies program offices of OMB action.
6. **Accessibility and Availability to the Public.** A current inventory of all information collection requests approved by OMB, as well as those that are under review by OMB, are located at www.reginfo.gov. OMB must approve an ongoing collection at least once every three years.
7. **Records.** Regional and program offices must maintain all records documenting decisions made in the development of their information collection requests, including records retention requirements. The Department's official repository will retain, manage, and maintain all records in accordance with Reclamation's Information Management Handbook as referenced in Reclamation Manual D&S, *Information Management* (RCD 05-01).

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8. Definitions.

- A. **Burden.** The total time, effort, or financial resources required to respond to a collection of information, including the time needed to: read or hear instructions; to develop, modify, or assemble any materials or equipment; to conduct tests, inspections, polls, observations, or the like, necessary to obtain the information; to organize the information into the requested format; to review its accuracy and the appropriateness of its manner of presentation; and to maintain, disclose, or report the information.
- B. **Collection of information.** The process of obtaining or sollicitating identical items of information from 10 or more persons by means of identical questions, whether the collection is mandatory or voluntary, or required to obtain a benefit. This definition includes forms, reports, surveys, questionnaires, regulations, or any similar document requiring the public to submit identical items of information. OMB must approve any burden upon the public to collect information, when records must be kept by the public, or submittal of any document copies.
- C. **OMB Action.** OMB's decision to approve or disapprove an information collection.
- D. **OMB Control Number and Expiration Date.** A number and date assigned to an information collection request approval by OMB. Approved information collections must display the OMB control number and expiration date when Federal agencies promulgate a paper form, website, survey, or electronic submission that will impose an information collection burden on the general public.
- E. **Person.** An individual, partnership, association, corporation, 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. The definition of "person," generally, does not include Federal government employees. However, OMB requires approval if the results of questions posted to Federal employees, members of the military or Federal contractors will be used for general statistical purposes.
- F. **Practical Utility.** The actual, not merely the theoretical or potential, usefulness of information to or for Reclamation, taking into account its accuracy, validity, adequacy, and reliability, and Reclamation's ability to process the information it collects in a useful and timely fashion.
- G. **Sponsor.** Reclamation sponsors a collection of information if Reclamation 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.

9. Review Period. RLAD will review this release every 4 years.

RECLAMATION MANUAL TRANSMITTAL SHEET

Effective Date: _____

Release No. _____

Ensure all employees needing this information are provided a copy of this release.

Reclamation Manual Release Number and Subject

Summary of Changes

NOTE: This Reclamation Manual release applies to all Reclamation employees. When an exclusive bargaining unit exists, changes to this release may be subject to the provisions of collective bargaining agreements.

Filing instructions

Remove Sheets

Insert Sheets

All Reclamation Manual releases are available at <http://www.usbr.gov/recman/>

Filed by: _____

Date: _____