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The MBS Report
On
Mandatory Duties
Under
The Paperwork
Reduction Act

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UNDER THE PAPERWORK REDUCTION ACT

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Introduction

Multinational Business Services, Inc. ("MBS") is routinely asked to monitor Federal agency compliance with a number of "good government laws," including:

- the Paperwork Reduction Act;
- the Regulatory Flexibility Act;
- the Unfunded Mandates Reform Act;
- the Government Performance and Results Act;
- the Congressional Review provisions of the Small Business Regulatory Enforcement Fairness Act ("SBREFA");
- Executive Order 12866 ("Regulatory Planning and Review"); and
- Executive Order 13083 ("Federalism").

In light of this experience, and in light of increased interest in OMB's role in overseeing how Federal agencies obtain and utilize statistical data and other information obtained from the public, MBS has performed a similar analysis, focusing on a critical good government statute, the Paperwork Reduction Act.

MBS selected the Paperwork Reduction Act because of the explosive use of the Internet by Federal agencies as a "backdoor Federal Register," and because of the Act's status as the only presently-enacted statute that requires the Federal Government to address the two most important policy issues related to the abuse and misuse of Federal data published on the Internet and in other media:

- Data Access and Sharing: Data Access and Sharing refers to the Federal Government's obligation to make accessible to the public data used in regulatory decisionmaking. See pages 10-12, 26, 34, 36, 38, 39.
- Data Accuracy and Integrity: Data Accuracy and Integrity refers to:
 - The public's right to know about how the Federal Government collects, analyzes and interprets data to be used in regulatory decisionmaking;
 - The public's right to participate in planning how data will be collected, analyzed and interpreted; and
 - The Government's overarching obligation to ensure that all of the information its creates or uses is relevant, valid and accurate.

See pages 12, 27.

The present Report addresses not only OMB's responsibilities to ensure data access and integrity, but also with Federal agency responsibilities to generate

accurate information and to ensure public access to the same.

For readers interested in other aspects of the Paperwork Reduction Act, this Report also sets forth OMB's and Federal agencies' duties with respect to the following additional areas of information management:

- Oversight and Other General Duties: See pages 3, 4, 19, 30.
- Information Resources Management: See pages 3, 5-6, 19-21, 30-31, 32, 34, 35, 36.
- Collection of Information; Paperwork Control; and Burden Reduction: See pages 6-10, 21-25, 31, 34.
- Information Dissemination; Sharing and Access: See pages 10-12, 26, 34, 36, 38, 39.
- Statistical Policy and Coordination: See pages 12-14, 27-28, 38.
- Records Management, Privacy and Security: See pages 15-16, 28-29.
- Information Technology; Automation: See pages 16-18, 29-30, 32-33, 35.

A. Duties of OMB.

1. General Duties of the OMB Director.

a. OVERSIGHT AND OTHER GENERAL DUTIES

- (1) Delegate to OIRA Administrator the authority to administer all functions under the Paperwork Reduction Act. § 3503(b).
- (2) Retain *responsibility* for the administration of all functions under the Paperwork Reduction Act, even though *authority* to administer those functions has been delegated to the OIRA Administrator. § 3503(b).
- (3) Furnish information requested by the Comptroller General for the discharge of the Comptroller General's responsibilities. § 3519.
- (4) Provide the Comptroller General or his or her representatives with access to all books, documents, papers, and records, regardless of form or format. § 3519.

2. General Duties of the OIRA Administrator.

a. OVERSIGHT AND OTHER GENERAL DUTIES

- (5) Administer all functions under the Paperwork Reduction Act, pursuant to the delegation of the OMB Director. § 3503(b).

b. INFORMATION RESOURCES MANAGEMENT DUTIES

- (6) Serve as principle adviser to the OMB Director on Federal information resources management policy. § 3503(b).

3. Duties of the OMB Director Delegated to the OIRA Administrator.

a. OVERSIGHT AND OTHER GENERAL DUTIES

- (7) Oversee the use of information resources to improve the efficiency and effectiveness of governmental operations to serve agency missions, including burden reduction and service delivery to the public. § 3504(a)(1).
 - (8) Ensure that the exercise of authority under the Paperwork Reduction Act is consistent with any and all applicable law. § 3504(a)(2).
 - (9) Keep Congress and congressional committees fully and currently informed of the major activities under the Paperwork Reduction Act. § 3514(a)(1)(A).
 - (10) Submit a report on the major activities under the Paperwork Reduction Act to the President of the Senate and the Speaker of the House of Representatives annually and at such other times as the OMB Director determines necessary. § 3514(a)(1)(B). The report must include a description of the extent to which agencies have:
 - (A) Reduced information collection burdens on the public, including: (i) a summary of accomplishments and planned initiatives to reduce collection of information burdens, a list of all violations of the Paperwork Act and of any rules, guidelines, policies, and procedures issued pursuant to the Act;
 - (B) Improved quality and utility of statistical information;
 - (C) Improved public access to Government information; and
 - (D) Improved program performance and the accomplishment of agency missions through information resources management.
- § 3514(a)(2).
- (11) Promulgate rules, regulations, or procedures necessary to exercise the authority provided by the Paperwork Act. § 3516.

b. INFORMATION RESOURCES MANAGEMENT DUTIES

- (12) Develop, coordinate and oversee the implementation of Federal information resources management policies, principles, standards and guidelines. § 3504(a)(1)(A).
- (13) Ensure that the information resources management policies, principles, standards, and guidelines developed by OMB and implemented by Federal agencies are uniform. § 3504(b)(1).
- (14) Initiate and review proposals for changes in legislation, regulations, and agency procedures to improve information resources management practices. § 3504(b)(3).
- (15) Oversee the development and implementation of best practices in information resources management, including training. § 3504(b)(4).
- (16) Oversee agency integration of program and management functions with information resources management functions. § 3504(b)(5).
- (17) Improve information resources management in ways that increase the productivity, efficiency and effectiveness of Federal programs, including service delivery to the public. § 3505(a)(1)(B).
- (18) Conduct pilot programs with selected agencies and non-Federal entities on a voluntary basis to test alternative policies, practices, regulations, and procedures to fulfill the purpose of the Paperwork Reduction Act, particularly with regard to minimizing the Federal information collection burden. § 3505(a)(2).
- (19) In consultation with the Administrator of General Services, the Director of the National Institute of Standards and Technology, the Archivist of the U.S., and the Director of the Office of Personnel Management, develop and maintain a Governmentwide strategic plan for information resources management. The strategic plan must include:
 - (A) A description of the objectives and means by which the Federal Government will apply information resources to improve agency program performance;
 - (B) Plans for: (i) reducing information burdens on the public, including reducing such burdens through the elimination of duplication and meeting shared data needs with shared resources; (ii) enhancing public access to and dissemination of information, using electronic and other

formats; and (iii) meeting the information technology needs of the Federal Government in accordance with the purposes of the Act; and

- (C) A description of progress in applying information resources management to improve agency performance and the accomplishment of missions.

§ 3505(a)(3).

- (20) Issue guidance for agencies to use in developing and maintaining their strategic information resources management plans. § 3506(b)(2).
- (21) Assist agencies in maintaining current and complete inventories of agency information resources, including directories necessary to fulfill the requirements of section 3511 of the Act. § 3506(b)(4).
- (22) In consultation with the Administrator of General Services, the Archivist of the U.S., the Director of the National Institute of Standards Technology, and the Director of the Office of Personnel Management, periodically review selected agency information resources management activities to ascertain the efficiency and effectiveness of such activities to improve agency performance and the accomplishment of agency missions. § 3513(a).
- (23) In developing information resources management policies, plans, rules, regulations, procedures, and guidelines, and in reviewing collections of information, provide interested agencies and persons early and meaningful opportunity to comment. § 3517(a).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (10) Report to Congress. See above at page 4.
- (31) Governmentwide information collection burden reduction goals. See below at page 7.
- (108) Integration of plans and budgets for the acquisition of information technologies. See below at page 17.

c. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

- (24) Provide direction with respect to, and oversee, the review and approval of the collection of information and the reduction of information burden. § 3504(a)(1)(B)(i).

- (25) Ensure that each proposed agency collection of information is reviewed and approved in full compliance with the procedural protections provided by the Paperwork Reduction Act. § 3504(c)(1).
- (26) Coordinate the review of the collection of information associated with Federal procurement and acquisition by OIRA with OMB's Office of Federal Procurement Policy, with particular emphasis on applying information technology to improve the efficiency and effectiveness of Federal procurement, acquisition and payment, and to reduce information collection burdens on the public. § 3504(c)(2).
- (27) Minimize the Federal information collection burden, with particular emphasis on those individuals and entities most adversely affected. § 3504(c)(3).
- (28) Maximize the practical utility of and public benefit from information collected by or for the Federal Government. § 3504(c)(4).
- (29) Establish standards and guidelines by which agencies are to estimate the burden to comply with a proposed collection of information. § 3504(c)(5).
- (30) Oversee compliance by Federal agencies with the standards and guidelines by which agencies are to estimate the burden to comply with a proposed collection of information. § 3504(c)(5).
- (31) In consultation with agency heads, set an annual Governmentwide goal for the reduction of information collection burdens by at least 10% during each of fiscal years 1996 and 1997 and 5% during each of fiscal years 1998, 1999, 2000, and 2001. § 3505(a)(1).
- (32) In consultation with agency heads, set annual agency goals to reduce information collection burdens imposed on the public that (i) represent that maximum practicable opportunity in each agency; and (ii) are consistent with improving agency management of the process for the review and collections of information established under section 3506(c). § 3505(a)(1)(A).
- (33) Provide at least 30 days for public comment before making a decision to approve or disapprove a proposed collection of information. § 3507(b).
- (34) Approve, partially approve or disapprove each proposed collection of information, and, to the extent that approval is granted, issue a control number. § 3507(c),(d).
- (35) With respect to a proposed information collection *not* contained in a proposed rule, determine, within 60 days of the submission of a clearance package,

whether: (i) to notify the agency of its decision to approve or disapprove; or (ii) to allow the information collection to become "deemed approved" for a period of up to one year (by the end of which time the agency must obtain renewed approval). § 3507(c).

- (36) With respect to a proposed information collection contained in a proposed rule, upon publishing the notice of proposed rulemaking in the Federal Register, file comments with the agency on whether or not the proposed information collection meets the standards of section 3508 of the Act (i.e., whether the proposed information collection would have "practical utility"). § 3507(d)(1)(B).¹
- (37) Determine whether or not the information collection requirements in a final rule constitute "substantial modifications" from those set forth in the proposed rule, and disapprove the information collections set forth in the final rule to the extent that the agency has not provided the OMB Director with the modified language and any other information required by the OMB Director at least 60 days prior to issuance of the final rule. § 3507(d)(4)(D).
- (38) Make decisions disapproving, or instructing the agency to make substantive or material changes to, proposed information collections publicly available. § 3507(e)(1).
- (39) Include with any decision disapproving, or instructing the agency to make substantive or material changes to, a proposed information collection an explanation of reasons. § 3507(e)(1).
- (40) Make available to the public any written communication between the OIRA Administrator (or any OIRA employee) and an agency (or any person not employed by the Federal Government) concerning a proposed collection of information. § 3507(e)(2).
- (41) Prior to making a written communication available to the public, determine whether the communication should be withheld, because it is "protected at all times by procedures established for information which has been specifically authorized under criteria established by an Executive order or an Act of Congress to be kept secret in the interest of national defense or foreign policy."

¹ Note that if the OMB Director fails to file any comments whatsoever within 60 days, the proposed information collections contained in the proposed rule are 'deemed approved.' § 3507(d)(3). Therefore, any failure by OMB to comply with this duty would deprive members of the public of their right to have their comments meaningfully considered, because the agency's 'proposed' collection would become 'deemed approved' by operation of law. In sum, OMB's failure to file comments would result in a violation of Duty No. (33).

§ 3507(e)(3)(A).

- (42) Prior to making a written communication available to the public, determine whether the communication should be withheld, because disclosure of the communication could lead to retaliation or discrimination against the communicator. § 3507(e)(3)(B).
- (43) Assign control numbers to collections of information as to which independent agencies exercise override authority. § 3507(f)(2).
- (44) Review and approve, partially approve or disapprove extensions of currently approved information collections. § 3507(h)(1)(B).
- (45) With respect to OMB review of extensions of currently approved collections of information, to the extent that the OMB Director disapproves a collection of information *contained in an existing rule*, or recommends or instructs the agency to make a substantive or material change to a collection of information *contained in an existing rule*: (i) publish an explanation 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 the Act. § 3507(h)(2).
- (46) Review and approve (or partially approve or disapprove) "substantive or material modifications" to existing collections of information. § 3507(h)(3).
- (47) Delegate authority to review and approve proposed information collections to sufficiently independent senior agency officials, pursuant to the notice and comment provisions of the Administrative Procedure Act. § 3507(i).
- (48) Consider agency requests for short-term emergency clearances under section 3507(j). Limit such clearances to 180 days from the date of the agency's initial request. § 3507(j).
- (49) Before approving/disapproving a proposed information collection, determine whether the proposed information collection is necessary for the proper performance of the agency's functions, including whether the information will have "practical utility." § 3508.
- (50) To the extent appropriate, designate a "central collection agency" for a collection of information to be used by more than one agency. Prescribe duties and functions for the central collection agency, as well as for the agencies for which the central collection agency is to act as agent (including reimbursement for costs). § 3509.

- (51) Within 60 days of receipt of a request to review the validity of an agency's collection of information from an interested person, respond to the request and take any necessary and appropriate remedial action. § 3517(b).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (7) Oversight aimed at burden reduction. See above at page 4.
- (10) Report to Congress. See above at page 4.
- (19) Strategic plan addressing burden reduction. See above at pages 5-6.
- (23) General requirement to obtain public comment in connection with the review of information collection requests. See above at page 6.
- (110) Burden reduction through the use of information technology. See below at page 17.

d. INFORMATION DISSEMINATION, SHARING AND ACCESS

- (52) Provide direction with respect to, and oversee, agency dissemination of and public access to information. § 3504(a)(1)(B)(ii).
- (53) Foster greater sharing, dissemination, and access to public information specifically through the use of the Government Information Locator Service. § 3504(b)(2)(A).
- (54) Foster greater sharing, dissemination, and access to public information specifically through the development and utilization of common standards for information collection, storage, processing and communication, including standards for security, interconnectivity and interoperability. § 3504(b)(2)(B).
- (55) Foster greater sharing, dissemination, and access to public information through other means. § 3504(b)(2).
- (56) Develop policies, principles, standards and guidelines to apply to Federal agency dissemination of public information, regardless of the form or format in which such information is disseminated. § 3504(d)(1).
- (57) Oversee the implementation of policies, principles, standards and guidelines to apply to Federal agency dissemination of public information, regardless of the form or format in which such information is disseminated. § 3504(d)(1).

- (58) Develop policies, principles, standards and guidelines to promote public access to public information and fulfill the purposes of the Paperwork Reduction Act, including through the effective use of information technology. § 3504(d)(2).
- (59) Oversee the implementation of policies, principles, standards and guidelines to promote public access to public information and fulfill the purposes of the Paperwork Reduction Act, including through the effective use of information technology. § 3504(d)(2).
- (60) Cause to be established and maintained a distributed agency-based electronic "Government Information Locator Service" to identify the major information systems, holdings, and dissemination products of each agency. § 3511(a)(1).
- (61) Require each agency to establish and maintain an agency information locator service as a component of the Governmentwide Service. § 3511(a)(2).
- (62) In cooperation with the Archivist of the United States, the Administrator of General Services, the Public Printer, and the Librarian of Congress, establish an interagency committee to advise the Secretary of Commerce on the development of technical standards for the Government Information Locator Service to ensure compatibility, promote information sharing, and uniform access by the public. § 3511(a)(3).
- (63) Consider public access and other user needs in the establishment of the Government Information Locator Service. § 3511(a)(4).
- (64) Ensure the security and integrity of the Government Information Locator Service, including measures to ensure that only information which is intended to be disclosed to the public is disclosed through the Service. § 3511(a)(5).
- (65) Periodically review the development and effectiveness of the Government Information Locator Service, and make recommendations for improvement, including other mechanisms for improving public access to Federal agency public information. § 3511(a)(6).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (10) Report to Congress. See above at page 4.
- (19) Strategic plan addressing dissemination and access. See above at pages 5-6.
- (21) Information resource inventories and directories. See above at page 6.

- (75) Development of standards governing the dissemination of statistical data. See below at page 13.
- (76) Implementation of standards governing the dissemination of statistical data. See below at page 13.
- (77) Development of standards governing the timely release of statistical data. See below at page 13.
- (78) Implementation of standards governing the timely release of statistical data. See below at page 13.
- (82) Promotion of the sharing of underlying statistical data. See below at page 14.
- (91) Provision of direction to agencies regarding information sharing. See below at page 15.
- (96) Development of standards governing information sharing. See below at page 15.
- (97) Freedom of Information Act and Privacy Act oversight. See below at page 15.
- (110) Enhanced dissemination through the use of information technology. See below at page 17.

e. DATA ACCURACY AND INTEGRITY

SEE THE FOLLOWING CROSS-REFERENCED DUTIES:

- (36) "Practical utility" determinations in connection with proposed collections of information. See above at page 8.
- (68) Oversight of the integrity of statistical data. See below at page 13.

f. STATISTICAL POLICY AND COORDINATION

- (66) Provide direction with respect to, statistical activities. § 3504(a)(1)(B)(iii).
- (67) Coordinate the activities of the Federal statistical system so as to ensure the

efficiency and effectiveness of the system. § 3504(e)(1)(A).

- (68) Coordinate the activities of the Federal statistical system so as to ensure the integrity, objectivity, impartiality, utility, and confidentiality of information collected for statistical purposes. § 3504(e)(1)(B).
- (69) Ensure that budget proposals of agencies are consistent with system-wide priorities for maintaining and improving the quality of Federal statistics. § 3504(e)(2).
- (70) Prepare an annual report on statistical program funding. § 3504(e)(2).
- (71) Develop Governmentwide policies, principles, standards, and guidelines concerning statistical collection procedures and methods. § 3504(e)(3)(A).
- (72) Oversee the implementation of Governmentwide policies, principles, standards, and guidelines concerning statistical collection procedures and methods. § 3504(e)(3)(A).
- (73) Develop Governmentwide policies, principles, standards, and guidelines concerning statistical data classification. § 3504(e)(3)(B).
- (74) Oversee the implementation of Governmentwide policies, principles, standards, and guidelines concerning statistical data classification. § 3504(e)(3)(B).
- (75) Develop Governmentwide policies, principles, standards, and guidelines concerning statistical information presentation and dissemination. § 3504(e)(3)(C).
- (76) Oversee the implementation of Governmentwide policies, principles, standards, and guidelines concerning statistical information presentation and dissemination. § 3504(e)(3)(C).
- (77) Develop Governmentwide policies, principles, standards, and guidelines concerning timely release of statistical data. § 3504(e)(3)(D).
- (78) Oversee the implementation of Governmentwide policies, principles, standards, and guidelines concerning timely release of statistical data. § 3504(e)(3)(D).
- (79) Develop Governmentwide policies, principles, standards, and guidelines concerning such statistical data sources as may be required for the administration of Federal programs. § 3504(e)(3)(E).

- (80) Oversee the implementation of Governmentwide policies, principles, standards, and guidelines concerning such statistical data sources as may be required for the administration of Federal programs. § 3504(e)(3)(E).
- (81) Evaluate statistical program performance and agency compliance with Governmentwide policies, principles, standards and guidelines. § 3504(e)(4).
- (82) Promote the sharing of information collected for statistical purposes consistent with privacy rights and confidentiality pledges. § 3504(e)(5).
- (83) Coordinate the participation of the United States in international statistical activities, including the development of comparable statistics. § 3504(e)(6).
- (84) Appoint a Chief Statistician who is a trained and experienced professional statistician to carry out OMB's duties pertaining to statistical policy and coordination. § 3504(e)(7).
- (85) Establish an "Interagency Council on Statistical Policy" to advise and assist the OMB Director in carrying out his or her statistical policy and coordination duties under subsection (3) of section 3504. The Council must be headed by the Chief Statistician appointed under section 3504(e)(7), and consist of the heads of the major statistical programs and representatives of other statistical agencies under rotating membership. § 3504(e)(8).
- (86) Consult periodically with the Interagency Council on Statistical Policy in carrying out OMB's statistical policy and coordination duties under subsection (3) of section 3504. § 3504(e)(8).
- (87) Establish a program under which OMB is to provide opportunities for training in statistical functions to employees of the Federal Government. § 3504(e)(9)(A).
- (88) Select the trainees for statistical functions training based on requests submitted by individual agencies. § 3504(e)(9)(A).
- (89) Undertake statistical functions training of the Federal agency employees selected by OMB. § 3504(e)(9)(A).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTY:

- (10) Report to Congress. See above at page 4.

g. RECORDS MANAGEMENT, PRIVACY AND SECURITY

- (90) Provide direction with respect to, records management. § 3504(a)(1)(B)(iv).
- (91) Provide direction with respect to, privacy, confidentiality, security, disclosure, and sharing of information. § 3504(a)(1)(B)(v).
- (92) Provide assistance and advice to the Archivist of the United States and the Administrator of General Services to promote coordination in the administration of Title 44, Chapters 29, 31, and 33 (pertaining to records management and disposal) with the information resources management policies, standards, and guidelines established under the Paperwork Reduction Act. § 3504(f)(1).
- (93) Review compliance of all Federal agencies covered by the Paperwork Reduction Act with all of the requirements of Title 44, Chapters 29, 31, and 33 (pertaining to records management and disposal). § 3504(f)(2)(A).
- (94) Review compliance of all Federal agencies covered by the Paperwork Reduction Act with all of the requirements of the regulations promulgated by the Archivist of the U.S. and the Administrator of General Services pertaining to records management. § 3504(f)(2)(B).
- (95) Oversee the application of records management policies, principles, standards, and guidelines, including requirements for archiving information maintained in electronic format, in the planning and design of information systems. § 3504(f)(3).
- (96) Develop and oversee the implementation of policies, principles, standards, and guidelines on privacy, confidentiality, security, disclosure and sharing of information collected or maintained by or for agencies. § 3504(g)(1).
- (97) Oversee and coordinate compliance with the Freedom of Information Act and the Privacy Act (5 U.S.C. §§ 552 and 552a). § 3504(g)(2).
- (98) Oversee and coordinate compliance with sections 20 and 21 of the National Institute of Standards and Technology Act (15 U.S.C. §§ 278g-3 and 278g-4). § 3504(g)(2).
- (99) Oversee and coordinate compliance with section 5131 of the Clinger-Cohen Act of 1996 (40 U.S.C. § 1441). § 3504(g)(2).
- (100) Oversee and coordinate compliance with sections 5 and 6 of the Computer Security Act of 1987 (40 U.S.C. § 759 note). § 3504(g)(2).

- (101) Identify, and oversee and coordinate compliance with, other information management laws. § 3504(g)(2).
- (102) Require Federal agencies, consistent with the standards and guidelines promulgated under section 5131 of the Clinger-Cohen Act of 1996 (40 U.S.C. § 1441) and sections 5 and 6 of the Computer Security Act of 1987 (40 U.S.C. § 759 note), to identify and afford security protections commensurate with the risk and magnitude of the harm resulting from the loss, misuse, or unauthorized access to or modification of information collected or maintained by or on behalf of an agency. § 3504(g)(3).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (54) Records management to foster data sharing, dissemination and access. See above at page 10.
- (64) Management of the Government Information Locator Service. See above at page 11.
- (68) Coordination of the Federal statistical system. See above at page 13.
- (106) See below on this page.

h. INFORMATION TECHNOLOGY; AUTOMATION

- (103) Provide direction with respect to, the acquisition and use of information technology. § 3504(a)(1)(B)(vi).
- (104) In consultation with the Director of the National Institute of Standards and Technology and the Administrator of General Services, develop and oversee the implementation of policies, principles, standards, and guidelines for information technology functions and activities of the Federal Government, including periodic evaluations of major information systems. § 3504(h)(1)(A).
- (105) In consultation with the Director of the National Institute of Standards and Technology and the Administrator of General Services, oversee the development and implementation of standards under section 5131 of the Clinger-Cohen Act of 1996 (40 U.S.C. § 1441). § 3504(h)(1)(B).
- (106) Monitor the effectiveness of, and compliance with, directives issued under division E of the Clinger-Cohen Act of 1996 (40 U.S.C. § 1401 et seq.) and directives issued under section 110 of the Federal Property and Administrative

Services Act of 1949 (40 U.S.C. § 757). § 3504(h)(2).

- (107) Coordinate the development and review by OIRA of policy associated with Federal procurement and acquisition of information technology with the Office of Procurement Policy. § 3504(h)(3).
- (108) Ensure, through the review of agency budget proposals, information resources management plans, and other means, agency integration of information resources management plans, program plans and budgets for acquisition and use of information technology. § 3504(h)(4)(A).
- (109) Ensure, through the review of agency budget proposals, information resources management plans, and other means, the efficiency and effectiveness of inter-agency information technology initiatives to improve agency performance and the accomplishment of agency missions. § 3504(h)(4)(B).
- (110) Promote the use of information technology by the Federal Government to improve the productivity, efficiency, and effectiveness of Federal programs, including through dissemination of public information and the reduction of information collection burdens on the public. § 3504(h)(5).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (19) Strategic plan addressing information technology needs. See above at pages 5-6.
- (26) Use of information technology to enhance Federal procurement, acquisition and payment. See above at page 7.
- (58) Development of standards for the use of information technology to promote data access. See above at page 11.
- (59) Implementation of standards for the use of information technology to promote data access. See above at page 11.
- (95) Oversight of electronic archiving practices. See above at page 15.
- (98) Oversight of compliance with the National Institute of Standards and Technology Act. See above at page 15.
- (99) Oversight of compliance with the Clinger-Cohen Act. See above at page 15.
- (100) Oversight of compliance with the Computer Security Act. See

above at page 15.

(102) Oversight of data security protections. See above at page 16.

4. **Duties of the Office of Procurement Policy.**

a. **COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION**

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(111) See below on this page.

b. **INFORMATION TECHNOLOGY; AUTOMATION**

- (111) Assist OIRA in reviewing collections of information associated with Federal procurement and acquisition, with particular emphasis on applying information technology to improve the efficiency and effectiveness of Federal procurement, acquisition and payment, and to reduce information collection burdens on the public. § 3504(c)(2).
- (112) Assist OIRA in developing policy associated with Federal procurement and acquisition of information technology. § 3504(h)(3).

B. Duties of Federal Regulatory Agencies.

1. Duties of Agency Heads.

a. OVERSIGHT AND OTHER GENERAL DUTIES

- (113) Comply with all of the requirements of the Paperwork Reduction Act and related policies established by the OMB Director. § 3506(a)(1)(B).
- (114) Designate a Chief Information Officer who shall report directly to the agency head to carry out the responsibilities of the agency under the Act. § 3506(a)(2)(A). (The Secretary of the Department of Defense and the Secretaries of military departments may designate more than one Chief Information Officer, provided that the respective duties of each Officer are clearly delineated). § 3506(a)(2)(B).
- (115) In selecting the Chief Information Officer, pay special attention to the professional qualifications required to administer the functions set forth in the Paperwork Reduction Act. § 3506(a)(3).
- (116) Report "performance results" to OMB for incorporation into the report required under section 3514(a). § 3514(b).
- (117) Make the agency's services, personnel, and facilities available to OMB for the performance of functions under the Paperwork Act. § 3515.

b. INFORMATION RESOURCES MANAGEMENT DUTIES

- (118) Carry out the agency's information resources management activities to improve agency productivity, efficiency, and effectiveness. § 3506(a)(1)(A).
- (119) Manage information resources in a manner that reduces information collection burdens on the public. § 3506(b)(1)(A).
- (120) Manage information resources in a manner that increases program efficiency and effectiveness. § 3506(b)(1)(B).
- (121) Manage information resources in a manner that improves the integrity, quality, and utility of information to all users within and outside the agency, including capabilities for ensuring the dissemination of public information, public access to government information, and protections for privacy and

security. § 3506(b)(1)(C).

- (122) In accordance with guidance issued by the OMB Director, develop and maintain a strategic information resources management plan that describes how information resources management activities help accomplish agency missions. § 3506(b)(2).
- (123) Develop and maintain an ongoing process to ensure that information resources management operations and decisions are integrated with organizational planning, budget, financial management, human resources management, and program decisions. § 3506(b)(3)(A).
- (124) In cooperation with the agency's Chief Financial Officer (or comparable official), develop and maintain an ongoing process to ensure full and accurate accounting of information technology expenditures, related expenses, and results. § 3506(b)(3)(B).
- (125) Establish: (i) goals for improving the contribution of information resources management to program productivity, efficiency, and effectiveness; (ii) methods for measuring progress towards achieving those goals; and (iii) clear roles and responsibilities for achieving those goals. § 3506(b)(3)(C).
- (126) In consultation with the OMB Director, the Director of the Office of Personnel Management, and the Archivist of the U.S., maintain a current and complete inventory of the agency's information resources, including directories necessary to fulfill the requirements of section 3511 of the Act. § 3506(b)(4).
- (127) In consultation with the OMB Director and the Director of the Office of Personnel Management, conduct formal training programs to educate agency program and management officials about information resources management. § 3506(b)(5).
- (128) Within 60 days of receipt of a report from the OMB Director reviewing the agency's information resources management activities pursuant to section 3513(a), provide a written plan to the OMB Director describing the steps, including milestones, to be taken to: (i) address problems identified in the report; and (ii) improve agency performance and the accomplishment of agency missions. § 3513(b).
- (129) Implement and enforce applicable policies and procedures, including requirements for archiving information maintained in electronic format, particularly in the planning, design and operation of information systems. § 3506(f).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (139) Certification that proposed information collections are necessary for the proper performance of agency functions and will not duplicate information already available to the agency. See below at pages 22-23.
- (140) Documentation, based on public comments received, of the certifications regarding necessity and non-duplication. See below at page 24.
- (174) Oversight and management of Governmentwide information systems. See below at page 29.

c. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

- (130) Comply with the standards and guidelines established by OMB for estimating the burdens associated with compliance with proposed collections of information. § 3504(c)(5).
- (131) Consult with the OMB Director in setting an annual Governmentwide goal for the reduction of information collection burdens by at least 10% during each of fiscal years 1996 and 1997 and 5% during each of fiscal years 1998, 1999, 2000, and 2001. § 3505(a)(1).
- (132) Consult with the OMB Director in setting annual agency goals to reduce information collection burdens imposed on the public that (i) represent that maximum practicable opportunity in each agency; and (ii) are consistent with improving agency management of the process for the review and collections of information established under section 3506(c). § 3505(a)(1)(A).
- (133) Establish a process within the office headed by the Chief Information Officer that is sufficiently independent of program responsibility to evaluate fairly whether proposed collections of information should be approved under the Act. § 3506(c)(1).
- (134) Review each (proposed) collection of information before it is submitted to the OMB Director for review (and approval/partial approval/ disapproval) under the Act. The review must include the following elements: (i) an evaluation of the need for the collection of information; (ii) a functional description of the information to be collected; (iii) a plan for the collection of information; (iv) a specific, objectively supported estimate of burden; (v) a test of the collection of information through a pilot program, if appropriate; and (vi) a plan for the

efficient and effective management and use of the information to be collected. § 3506(c)(1)(A).

- (135) Ensure that each collection of information: (i) is inventoried, displays a control number, and, if appropriate, an expiration date; (ii) indicates that the collection is in accordance with the clearance requirements of section 3507 of the Act; and (iii) informs the information collection respondent of (I) the reasons the information is being collected; (II) the way such information is to be used; (III) an estimate, to the extent practicable, of the burden of the collection; (IV) whether responses to the collection of information are voluntary, required to obtain a benefit, or mandatory; and (V) 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 valid control number. § 3506(c)(1)(B).
- (136) With respect to proposed legislation that would affect the agency, assess the information collection burden of the proposed legislation. § 3506(c)(1)(C).
- (137) For each proposed collection of information, provide a 60-day notice in the Federal Register to solicit public comments regarding the following issues: (i) whether the proposed collection of information is *necessary* for the proper performance of the agency's functions; (ii) the accuracy of the agency's *estimate of the burden* of the proposed information collection; (iii) enhancement of the *quality, utility and clarity* of the information to be collected; and (iv) *minimization of the burden* of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology. § 3506(c)(2)(A).²
- (138) For each proposed collection of information, and in addition to the 60-day Federal Register notice requirement (see Duty #137), consult with members of the public and affected agencies concerning the proposed collection. § 3506(c)(2)(A).
- (139) Before submitting a clearance package for a proposed collection of information to OMB, certify that the proposed collection of information meets each of the following ten standards:

² For a proposed collection of information contained in a proposed rule, the agency can provide notice and comment through the notice of proposed rulemaking for the proposed rule. This combined notice meets the requirements of section 3506(c)(2). See § 3506(c)(2)(B). However, in order to comply with Duty No. (144) (provision of a second, 30-day public comment period), a second notice is required. The second notice cannot be published in the Federal Register until after the agency has complied with Duties Nos. (139) and (140).

- (i) The information collections in the proposed rule are *necessary for the proper performance of the functions of the agency* and the information, once collected, shall have *practical utility*;
 - (ii) The proposed information collection is *not unnecessarily duplicative* of information already reasonably accessible to the agency;
 - (iii) The proposed information collection is drafted in a manner that *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, the use of such techniques as modified reporting requirements, consolidated or simplified reporting requirements, and exemptions from reporting requirements;
 - (iv) The proposed information collection is written using plain, coherent, and unambiguous terminology and is understandable to those who are to respond;
 - (v) The proposed information collection 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;
 - (vi) The proposed information collection indicates for each recordkeeping requirement the length of time persons are required to maintain the records specified;
 - (vii) The proposed information collection contains the disclosures required under § 3506(c)(1)(B)(iii);
 - (viii) The proposed information collection has been developed by an office that has planned and allocated resources for the efficient 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;
 - (ix) The proposed information collection uses an *effective and efficient statistical survey methodology* appropriate to the purpose for which the information is to be collected; and
 - (x) The proposed information collection, to the extent practicable, uses *information technology* to reduce burden and improve data quality, agency efficiency and responsiveness to the public.
- § 3506(c)(3).

- (140) Document each of the ten certifications required as a prerequisite to submitting a clearance package to OMB with a record, including public comments received by the agency pursuant to the Federal Register notice under section 3506(c)(2)(A). § 3506(c)(3).
- (141) Conduct the section 3506(c)(1) review process (*i.e.*, agency-level review) *before* conducting or sponsoring a new or "revised" collection of information. § 3507(a)(1)(A).
- (142) Evaluate the public comments received under section 3506(c)(2) (*i.e.*, comments received at the agency level prior to submission of a clearance package to OMB) *before* conducting or sponsoring a new or "revised" collection of information. § 3507(a)(1)(B).
- (143) Before conducting or sponsoring a new or "revised" collection of information, submit a clearance package to the OMB Director containing: (i) the certifications required under section 3506(c)(3); (ii) the proposed collection of information; and (iii) copies of pertinent statutory authority, regulations, and other related materials specified by the OMB Director. § 3507(a)(1)(C).
- (144) Before conducting or sponsoring a new or "revised" collection of information, publish a notice in the Federal Register: (i) stating that the agency has submitted a clearance package to the OMB Director (under section 3507(a)(1)(C)); (ii) setting forth (I) a title for the information collection, (II) a summary of the information collection, (III) a brief description of the need for and proposed uses of the information, (IV) a description of the likely respondents and proposed frequency of response, (V) an estimate of the burden that would result from the information collection, and (VI) notice that comments may be submitted to the agency and/or the OMB Director; and (iii) and providing a 30-day public comment period during which comments may be filed with OMB and/or the collecting agency. § 3507(a)(1)(D).
- (145) Ensure that no new or "revised" collection of information is undertaken until: (i) the collection of information has been approved under section 3507; and (ii) the agency has obtained a control number from the OMB Director. § 3507(a)(2),(3).
- (146) With respect to a proposed information collection contain in a proposed rule, on or before the date the notice of proposed rulemaking is published in the Federal Register, forward to the OMB Director a copy of the proposed rule and any other information requested by the OMB Director as being necessary to make his or her determination to approve or disapprove the proposed information collection. § 3507(d)(1)(A).

- (147) With respect to a proposed information collection contained in a proposed rule, upon publishing the final rule in the Federal Register, explain: (i) how any information collections contained in the final rule respond to the comments, if any, filed by the OMB Director and/or the public; and (ii) the reasons why such comments were rejected. § 3507(d)(2).
- (148) To the extent that a proposed collection of information contained in a proposed rule is "substantially modified," resubmit revised clearance package information to OMB. § 3507(d)(4)(D).
- (149) Comply with the agency-level and OMB review procedures with respect to extensions of currently approved collections of information. § 3507(h)(1)(A). Include in the clearance package an explanation of how the agency has actually used the information already collected pursuant to the existing approval. § 3507(h)(1)(B).
- (150) Pursuant to specific instructions from OMB, undertake rulemakings with respect to proposed extensions of information collections contained in existing rules. § 3507(h)(2).
- (151) Comply with the agency-level and OMB review procedures prior to implementing any "substantive or material modification" to an existing collection of information. § 3507(h)(3).
- (152) Request emergency clearances under section 3507(j). Comply with the normal clearance procedures prior to expiration of the limited clearance. § 3507(j).
- (153) Comply with the terms of central collection agency determinations made by OMB. § 3509.
- (154) Comply with directives of the OMB Director requiring that the agency make available to another agency information obtained pursuant to a collection of information, as well as to all applicable laws. § 3510.

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (119) Management of information resources so as to reduce collection burden. See above at page 19.
- (172) Promotion of the use of information technology so as to reduce information collection burdens. See below at page 29.
- (173) Legislative initiatives aimed at promoting information technology so as to reduce collection burdens. See below at page 29.

d. INFORMATION DISSEMINATION, SHARING AND ACCESS

- (155) Ensure that the public has timely and equitable access to the agency's public information by: (i) encouraging a diversity of public and private sources for information based on government public information; (ii) providing timely and equitable access to the underlying data (in whole or in part) in cases in which the agency provides public information maintained in electronic format; and (iii) dissemination of data by the agency in an efficient, effective, and economical manner. § 3506(d)(1).
- (156) Regularly solicit and consider public input on the agency's information dissemination activities. § 3506(d)(2).
- (157) Provide adequate notice when initiating, substantially modifying, or terminating significant information dissemination products. § 3506(d)(3).
- (158) Ensure that the agency does not (unless expressly authorized by statute): (i) establish an exclusive, restricted, or other distribution arrangement that interferes with timely and equitable availability of public information to the public; (ii) restrict or regulate the use, resale, or redisseminations of public information by the public; (iii) charge fees or royalties for resale or redisseminations of public information; or (iv) establish user fees for public information that exceed the cost of dissemination. § 3506(d)(4).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (121) Management of information resources in a manner that improves dissemination capabilities. See above at page 19.
- (164) Compliance with Federal standards for data sharing and dissemination. See below at page 28.
- (165) Timely publication of statistical survey/study results, including information about survey/study quality limitations. See below at page 28.
- (166) Public availability of data used in connection with statistical studies. See below at page 28.
- (167) Implementation and enforcement of Federal standards governing information disclosure and sharing. See below at page 28.
- (172) Promotion of the use of information technology so as to improve information dissemination. See below at page 29.

e. DATA ACCURACY AND INTEGRITY

SEE THE FOLLOWING CROSS-REFERENCED DUTIES:

- (121) Management of information resources in a manner that improves the integrity, quality and utility of the information to outside users. See above at page 19.
- (137) Assessment of the quality, utility and clarity of proposed information collections. See above at page 22.
- (139) Certification that proposed information collections will have "practical utility," will use valid statistical survey methodologies, and will use information technology to improve data quality. See above at page 22.
- (140) Documentation, based on public comments received, of the certifications regarding "practical utility," survey methodologies and data quality. See below at page 24.
- (161) Relevance, accuracy, timeliness, integrity and objectivity of statistical data. See below on this page.
- (164) Compliance with Federal standards governing data analysis. See below at page 28.
- (165) Timely publication of statistical survey/study results, including information about survey/study quality limitations. See below at page 28.

f. STATISTICAL POLICY AND COORDINATION

- (159) Submit names of agency employees for training by OMB in statistical functions. § 3504(e)(9)(A).
- (160) Reimburse OMB for the costs connected with training of the agency's employees by OMB in statistical functions. § 3504(e)(9)(B).
- (161) When engaging in statistical activities, ensure the relevance, accuracy, timeliness, integrity, and objectivity of information collected or created for statistical purposes. § 3506(e)(1).
- (162) When engaging in statistical activities, inform respondents fully and accurately

about the sponsors, purposes, and uses of statistical surveys and studies. § 3506(e)(2).

- (163) When engaging in statistical activities, protect respondents' privacy and ensure that disclosure policies fully honor pledges of confidentiality. § 3506(e)(3).
- (164) When engaging in statistical activities, observe Federal standards and practices for data collection, analysis, documentation, sharing, and dissemination of information. § 3506(e)(4).
- (165) When engaging in statistical activities, ensure the timely publication of the results of statistical surveys and studies, including information about the quality and limitations of the surveys and studies. § 3506(e)(5).
- (166) When engaging in statistical activities, make data available to statistical agencies and readily accessible to the public. § 3506(e)(6).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (139) Certification that proposed information collections will use valid statistical survey methodologies. See above at pages 22-23.
- (140) Documentation, based on public comments received, of the certification regarding survey methodologies. See above at page 24.

g. RECORDS MANAGEMENT, PRIVACY AND SECURITY

- (167) Implement and enforce applicable policies, procedures, standards, and guidelines on privacy, confidentiality, security, disclosure and sharing of information collected or maintained by or for the agency. § 3506(f)(1).
- (168) Assume responsibility and accountability for compliance with and coordinated management of sections 552 and 552a of Title 5, the Computer Security Act of 1987 (40 U.S.C. § 759 note) and related information management laws. § 3506(f)(2).
- (169) Consistent with the Computer Security Act of 1987 (40 U.S.C. § 759 note), identify and afford security protections commensurate with the risk and magnitude of the harm resulting from the loss, misuse, or unauthorized access to or modification of information collected or maintained by or on behalf of an agency. § 3506(f)(3).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (121) Management of information resources in a manner that improves utility of the information to outside users while protecting privacy and security. See above at page 19.
- (163) Protection of the privacy and confidentiality of underlying data used for statistical purposes. See above at page 28.

h. INFORMATION TECHNOLOGY; AUTOMATION

- (170) Implement and enforce applicable Governmentwide and agency information technology management policies, principles, standards, and guidelines. § 3506(h)(1).
- (171) Assume responsibility and accountability for information technology investments. § 3506(h)(2).
- (172) Promote the use of information technology by the agency to improve the productivity, efficiency, and effectiveness of agency programs, including the reduction of information collection burdens on the public and improved dissemination of public information. § 3506(h)(3).
- (173) Propose changes in legislation, regulations, and agency procedures to improve information technology practices, including changes that improve the ability of the agency to use technology to reduce burden. § 3506(h)(4).
- (174) Assume responsibility for maximizing the value and assessing and managing the risks of major information systems initiatives through a process that is:
 - (i) integrated with budget, financial, and program management decisions; and
 - (ii) used to select, control, and evaluate the results of major information systems initiatives. § 3506(h)(5).

SEE ALSO THE FOLLOWING CROSS-REFERENCED DUTIES:

- (124) Accounting of information technology expenditures. See above at page 20.
- (155) Use of information technology to ensure timely and equitable public access to data. See above at page 26.
- (129) Implementation of policies governing electronic archiving. See above at page 20.

- (139) Certification that proposed information collections will use information technology to reduce burden and improve data quality. See above at pages 22-23.
- (140) Documentation, based on public comments received, of the certification regarding the use of information technology to reduce burden and improve data quality. See above at page 24.
- (168) Compliance with the Computer Security Act. See above at page 28.
- (169) Implementation of security protections for electronic data. See above at page 28.

2. Duties of the Chief Information Officer.

a. OVERSIGHT AND OTHER GENERAL DUTIES

- (175) 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. § 3506(a)(3).
- (176) Assist the agency program officials responsible for each agency program in: (i) defining the program's information needs; and (ii) developing strategies to meet those needs. § 3506(a)(4).

b. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

- (175) See above on this page.

3. Duties of the Chief Financial Officer.

a. INFORMATION RESOURCES MANAGEMENT DUTIES

- (177) Assist the agency program officials responsible for each agency program in: (i) defining the program's information needs; and (ii) developing strategies to meet those needs. § 3506(a)(4).

(178) Assist the agency head in developing and maintaining ongoing processes to ensure full and accurate accounting of information technology expenditures, related expenses, and results. § 3506(b)(3)(B).

b. INFORMATION TECHNOLOGY; AUTOMATION

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(178) See above on this page.

4. Duties of Agency Program Officials.

a. INFORMATION RESOURCES MANAGEMENT DUTIES

(179) Be responsible and accountable for information resources assigned to and supporting the programs for which the Program Official is responsible. § 3506(a)(4).

(180) In consultation with the Chief Information Officer and the agency's Chief Financial Officer (or comparable official), (i) define the program's information needs; and (ii) develop strategies to meet those needs. § 3506(a)(4).

5. Duties of Agency Officials to Whom Information Collection Review Authority Is Delegated.

a. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

(181) To the extent that OMB has delegated to a sufficiently independent senior official within the agency the authority to review and approve proposed information collections, comply with all OMB duties pertaining to the exercise of such authority. § 3507(i)(2).

C. Duties of Specific Departments.

I. Department of Commerce, National Institute of Standards and Technology.

a. INFORMATION RESOURCES MANAGEMENT DUTIES

(182) Assist the OMB Director in periodically reviewing selected agency information resources management activities to ascertain the efficiency and effectiveness of such activities to improve agency performance and the accomplishment of agency missions. § 3513(a).

(183) Assist the OMB Director in developing and maintaining a Governmentwide strategic plan for information resources management conforming to the specific requirements of section 3505(a)(3)(A)-(C). § 3505(a)(3).

b. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(183) See above on this page.

c. INFORMATION DISSEMINATION, SHARING AND ACCESS

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(183) See above on this page.

d. RECORDS MANAGEMENT, PRIVACY AND SECURITY

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(185) See below at page 33.

e. INFORMATION TECHNOLOGY; AUTOMATION

(184) Assist the Director of OMB in developing and overseeing the implementation of policies, principles, standards, and guidelines for information technology functions and activities of the Federal Government, including periodic evaluations of major information systems. § 3504(h)(1)(A).

- (185) Assist the Director of OMB in overseeing the development and implementation of standards under section 5131 of the Clinger-Cohen Act of 1996 (40 U.S.C. § 1441). § 3504(h)(1)(B).

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

- (183) See above at page 32.

D. Duties of Independent Agencies.

1. General Duties of Independent Agencies.

a. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

(186) Determine whether to override OMB disapproval of a collection of information. § 3507(f).

2. Duties of Specific Independent Agencies.

a. General Services Administration.

i. INFORMATION RESOURCES MANAGEMENT DUTIES

(187) Assist the OMB Director in developing and maintaining a Governmentwide strategic plan for information resources management conforming to the specific requirements of section 3505(a)(3)(A)-(C). § 3505(a)(3).

(188) Assist the OMB Director in periodically reviewing selected agency information resources management activities to ascertain the efficiency and effectiveness of such activities to improve agency performance and the accomplishment of agency missions. § 3513(a).

ii. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(187) See above on this page.

iii. INFORMATION DISSEMINATION, SHARING AND ACCESS

(189) Assist the OMB Director in establishing, and participate in, an interagency committee to advise the Secretary of Commerce on the development of technical standards for the Government Information Locator Service to ensure compatibility, promote information sharing, and uniform access by the public. § 3511(a)(3).

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(187) See above at page 34.

iv. RECORDS MANAGEMENT, PRIVACY AND SECURITY

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(191) See below on this page.

v. INFORMATION TECHNOLOGY; AUTOMATION

- (190) Assist the Director of OMB in developing and overseeing the implementation of policies, principles, standards, and guidelines for information technology functions and activities of the Federal Government, including periodic evaluations of major information systems. § 3504(h)(1)(A).
- (191) Assist the Director of OMB in overseeing the development and implementation of standards under section 5131 of the Clinger-Cohen Act of 1996 (40 U.S.C. § 1441). § 3504(h)(1)(B).

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(187) See above at page 34.

b. National Archives and Records Administration.

i. INFORMATION RESOURCES MANAGEMENT DUTIES

- (192) Assist agencies in maintaining current and complete inventories of agency information resources, including directories necessary to fulfill the requirements of section 3511 of the Act. § 3506(b)(4).
- (193) Assist the OMB Director in periodically reviewing selected agency information resources management activities to ascertain the efficiency and effectiveness of such activities to improve agency performance and the accomplishment of agency missions. § 3513(a).
- (194) Assist the OMB Director in developing and maintaining a Governmentwide strategic plan for information resources management conforming to the specific requirements of section 3505(a)(3)(A)-(C). § 3505(a)(3).

ii. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(194) See above at page 35.

iii. INFORMATION DISSEMINATION, SHARING AND ACCESS

- (195) Assist the OMB Director in establishing, and participate in, an interagency committee to advise the Secretary of Commerce on the development of technical standards for the Government Information Locator Service to ensure compatibility, promote information sharing, and uniform access by the public. § 3511(a)(3).

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(194) See above at page 35.

iv. INFORMATION TECHNOLOGY; AUTOMATION

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(194) See above at page 35.

c. Office of Personnel Management.

i. INFORMATION RESOURCES MANAGEMENT DUTIES

- (196) Assist the OMB Director in developing and maintaining a Governmentwide strategic plan for information resources management conforming to the specific requirements of section 3505(a)(3)(A)-(C). § 3505(a)(3).
- (197) Assist agencies in maintaining current and complete inventories of agency information resources, including directories necessary to fulfill the requirements of section 3511 of the Act. § 3506(b)(4).
- (198) Assist the OMB Director in periodically reviewing selected agency information resources management activities to ascertain the efficiency and effectiveness of such activities to improve agency performance and the accomplishment of agency missions. § 3513(a).

ii. COLLECTION OF INFORMATION; PAPERWORK CONTROL; BURDEN REDUCTION

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(196) See above at page 36.

iii. INFORMATION DISSEMINATION, SHARING AND ACCESS

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(196) See above at page 36.

iv. INFORMATION TECHNOLOGY; AUTOMATION

SEE THE FOLLOWING CROSS-REFERENCED DUTY:

(196) See above at page 36.

E. Duties of Interagency Committees.

1. Interagency Council on Statistical Policy.

a. STATISTICAL POLICY AND COORDINATION

(199) Advise and assist the OMB Director in carrying out his or her statistical policy and coordination duties under subsection (3) of section 3504. § 3504(e)(8).

2. Interagency Committee for the Government Locator Service.

a. INFORMATION DISSEMINATION, SHARING AND ACCESS

(200) Advise the Secretary of Commerce on the development of technical standards for the Government Information Locator Service to ensure compatibility, promote information sharing, and uniform access by the public. § 3511(a)(3).

F. Duties of Congressional Support Agencies.

1. Library of Congress.

a. INFORMATION DISSEMINATION, SHARING AND ACCESS

- (201) Assist the OMB Director in establishing, and participate in, an interagency committee to advise the Secretary of Commerce on the development of technical standards for the Government Information Locator Service to ensure compatibility, promote information sharing, and uniform access by the public. § 3511(a)(3).

2. Government Printing Office.

a. INFORMATION DISSEMINATION, SHARING AND ACCESS

- (202) Assist the OMB Director in establishing, and participate in, an interagency committee to advise the Secretary of Commerce on the development of technical standards for the Government Information Locator Service to ensure compatibility, promote information sharing, and uniform access by the public. § 3511(a)(3).