

SUPPORTING STATEMENT

Guidelines on Producing Master Exhibits for Asylum Applications

(No Agency Form Number; File No. OMB-04)

OMB No. 1615-0073

A. JUSTIFICATION:

1. U.S. Citizenship and Immigration Services (USCIS) allows private organizations to submit master exhibits to support asylum applications under 8 CFR 208.12.
2. Private organizations, law firms, or other groups submit master exhibits to Asylum and Immigration Officers to support asylum applications as specified in 8 CFR 208.12. The organizations are required to provide the following information for the Master Exhibits:
 - a. The name of the submitting organization and information on how to obtain the Master Exhibit from that organization or another distributor;
 - b. An annotated Table of Contents of documents contained in the Master Exhibit; and
 - c. Documents related to asylum applications from a variety of credible sources including:
 1. Articles from international and regional news media;
 2. Human rights reports;
 3. Material written by academic experts;
 4. Affidavits from expert sources;
 5. Maps, charts or graphs; and
 6. Other written information directly relevant to asylum claims.
3. The use of this information collection currently provides the most efficient means for collecting and processing the required data. In this case the USCIS does not employ the use of information technology in collecting and processing information. Since there is no form associated with this information collection, there is no intention to schedule this collection for e-filing.

4. A review of the USCIS Forms Inventory Report revealed no duplication of effort, and there is no other similar information currently available, which can be used for this purpose.
5. This collection of information does not have an impact on small businesses or other small entities.
6. If this information collection is not conducted or is conducted less frequently, the quality and timeliness of decisions made on asylum application would be adversely affected.
7. The special circumstances contained in Item 7 of the Supporting Statement are not applicable to this information collection.
8. On May 7, 2008, USCIS published a 60-day notice in the Federal Register at 73 FR 25760. USCIS did not receive any comments for this information collection.
9. USCIS does not provide payments or gifts to respondents in exchange for a benefit sought.
10. There is no assurance of confidentiality.
11. There are no questions of a sensitive nature.

12. **Annual Reporting Burden:**

| | | |
|----|------------------------------------|-------|
| a. | Number of Respondents | 20 |
| b. | Number of Responses per Respondent | 1 |
| c. | Total Annual Responses | 20 |
| d. | Hours per Response | 80 |
| e. | Total Annual Reporting Burden | 1,600 |

Annual Reporting Burden

The annual reporting and recordkeeping burden is 1,600. This figure was derived by multiplying the number of respondents (20) x frequency of response (1) x hours per response (80).

13. There are no capital or start-up costs associated with this information collection. Any cost burdens to respondents as a result of this information collection are identified in Item 14. There is no fee associated with this information collection.

14. **Annualized Federal Cost Analysis:**

| | | | |
|----|--------------------------------|----|-------|
| a. | Printing Cost | \$ | 0 |
| b. | Collection and Processing Cost | \$ | 7,200 |
| c. | Total Cost to Program | \$ | 7,200 |
| d. | Fee Charge | \$ | 0 |
| e. | Total Cost to Government | \$ | 7,200 |

Government Cost

The estimated cost of the program to the Government \$7, 200. This figure is calculated by using the estimated number of respondents (20) multiplied (x) by 4 hours (USCIS time required to collect, duplicate, process and distribute information) x \$40 (suggested average hourly rate for clerical, officer, and supervisory time with benefits). This figure also includes the recordkeeping burden of (20) respondents x 5 hours (USCIS time required to record and maintain each exhibit) x \$40 (suggested average hourly rate for clerical and supervisory time with benefits).

Public Cost

The estimated annual public cost is \$ 16,000. This is based on the number of respondents 20 x (80) hours per response x \$10 (average hourly rate).

15. There has been no increase or decrease in the estimated burden hours previously reported for this information collection.
16. USCIS does not intend to employ the use of statistics or the publication thereof for this information collection.
17. This information collection is not an actual form. Rather, it's a compilation of information and material submitted by private entities. Therefore there is no need to display an expiration date of OMB approval for this information collection.
18. The USCIS does not request an exception to the certification of this information collection.

B. Collection of Information Employing Statistical Methods.

Not Applicable.

C. Certification and Signature.

PAPERWORK CERTIFICATION

In submitting this request for OMB approval, I certify that the requirements of the Privacy Act and OMB directives have been complied with including paperwork regulations, statistical standards or directives, and any other information policy directives promulgated under 5 CFR 1320.

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Department of Homeland Security.

Date