

Department of Energy

Emergency Justification ICR 1910-1700, Records and Administration

The Department of Energy's Office of the Chief Information Officer (OCIO) is requesting an emergency approval to reinstate the information collection 1910-1700, Records and Administration. This request is urgent due to inquiries received by the Privacy Act Request Office submitted by or on behalf of past, current DOE employees, and the general public. In accordance with The Privacy Act 5 U.S.C 552a and the Code of Federal Regulations (CFR) Title 10: Energy 1008.7, privacy requests submitted by an individual or on behalf of an individual by a designees shall be acted upon promptly. The CFR 10 states that every effort should be made to respond within 10 working days of the receipt by the Privacy Act Request Processor. In most cases, inquiries are returned to the requester stating DOE was unable to process their request due to insufficient information. In an effort to gather the required information expeditiously, the use of the Privacy Act Request Form is necessary to meet the timeframe requirements set forth by said statutes. This form will enhance the information collection process, by specifically asking questions that will help in the retrieval of records. It will also foster a significantly more efficient and economically viable process. Without the use of this form, a backlog is anticipated due to extended research needed to locate the requester's records. Lack of adequate information from the initial request will impose unnecessary burden and cost to the public and the Federal Government. Use of this form will allow privacy requests to be processed in a timely manner consistent with statutory requirements.