

February 26, 2009

MEMORANDUM FOR: Reviewer of 1220-0032

FROM: RICHARD CLAYTON, Chief  
Division of Administrative Statistics and Labor Turnover  
Bureau of Labor Statistics

SUBJECT: Information Collection Budget Report Correction  
for the Annual Refiling Survey (ARS)

The purpose of the ARS is to review private sector employers' North American Industry Classification System (NAICS) codes and geographic codes over a four-year cycle. For this purpose, the BLS-3023 forms are used in conjunction with the Unemployment Insurance tax reporting system in each State. There are three distinct BLS-3023 forms:

- The BLS-3023 NVS for businesses with single establishments
- The BLS-3023 NVM for businesses with multiple establishments
- The BLS-3023 NCA for business establishments that have a NAICS code of 999999 (unclassified)

As a result, changes in the industrial and geographical compositions of our economy are captured in a timely manner and reflected in the BLS statistical programs. The increase of total hours requested, from 138,235 hours to 144,114 hours, is due to the availability of more recent information on the number of unclassified establishments. Forms sent to unclassified establishments require more time for respondents to complete than those forms sent to single establishments.

The burden hours of 138,235 were based on record counts from the 2007/1 Quarterly Unemployment Insurance Address Files. Using more current information results in the following estimate for the FY 2009 burden-hour projections:

BLS 3023-(NVS) Employer Respondents for States with mandatory reporting:

- |                                |  |
|--------------------------------|--|
| a. Number of respondents:      | 561,400  |
| b. Frequency of response:      | Annually   |
| c. Estimated time per response | 5 minutes  |
| d. Annual burden:              | 46,783 hours   |
| e. Estimation of burden:       | Based on 2008/1 Quarterly Unemployment Insurance Address Files Record Counts |

BLS 3023-(NVS) Employer Respondents for States with voluntary reporting:

- a. Number of respondents: 602,502
- b. Frequency of response: Annually
- c. Estimated time per response 5 minutes
- d. Annual burden: 50,208 hours
- e. Estimation of burden: Based on 2008/1 Quarterly Unemployment Insurance Address Files Record Counts

BLS 3023-(NVM) Employer Respondents for States with mandatory reporting:

- a. Number of respondents: 13,143
- b. Frequency of response: Annually
- c. Estimated time per response 15 minutes
- d. Annual burden: 3,286 hours
- e. Estimation of burden: Based on 2008/1 Quarterly Unemployment Insurance Address Files Record Counts

BLS 3023-(NVM) Employer Respondents for States with voluntary reporting:

- a. Number of respondents: 16,496
- b. Frequency of response: Annually
- c. Estimated time per response 15 minutes
- d. Annual burden: 4,124 hours
- e. Estimation of burden: Based on 2008/1 Quarterly Unemployment Insurance Address Files Record Counts

BLS 3023-(NCA) Employer Respondents for States with mandatory reporting:

- a. Number of respondents: 148,791
- b. Frequency of response: Annually
- c. Estimated time per response 10 minutes
- d. Annual burden: 24,799 hours
- e. Estimation of burden: Based on 2008/1 Quarterly Unemployment Insurance Address Files Record Counts

BLS 3023-(NCA) Employer Respondents for States with voluntary reporting:

- a. Number of respondents: 89,483
- b. Frequency of response: Annually
- c. Estimated time per response 10 minutes
- d. Annual burden: 14,914 hours
- e. Estimation of burden: Based on 2008/1 Quarterly Unemployment Insurance Address Files Record Counts

The following is an annual summary of responses and burden hours:

	Responses	Burden Hours
Mandatory	723,334	74,868
Voluntary	708,481	69,246
Total	1,431,815	144,114

Current OMB approval for the ARS is scheduled to expire October 31, 2010.

If you have any questions about this request, please contact Richard Clayton at 202-691-6515 or e-mail at [Clayton.Rick@bls.gov](mailto:Clayton.Rick@bls.gov) or Michael Searson at 202-691-6469 or e-mail at [Searson.Michael@bls.gov](mailto:Searson.Michael@bls.gov).