

DEADLINE: DECEMBER 11, 2009

DATE: December 3, 2009

TO: Kimberly J. DelGreco
Section Chief
Biometric Services Section

APPROVED BY: Joseph W. Sensibaugh
Assistant Section Chief
Biometric Services Section

Janice Stout
Acting Unit Chief
Support Services Unit
Biometric Services Section

DRAFTED BY: Penny L. Rosier
Acting Supervisory Management and Program Analyst
Operational Analysis System Integrity Support

SUBJECT: Renewal of OMB Compliance for fingerprint cards

BACKGROUND:

The enclosed packet contains the information mandated by the Department of Justice (DOJ) and the Office of Management and Budget (OMB) to request renewal for the fingerprint cards currently utilized by the Criminal Justice Information Services (CJIS) Division as a means of data collection. The enclosures have been preliminarily reviewed by the DOJ for accuracy and completeness. The following documents are included:

1. Memorandum to Lynn Bryant, Department Clearance Officer
2. Support Statement for Paperwork Reduction Act Submissions
3. Law which supports the data collection
4. Paperwork Certification
5. Copies of the collection forms (three fingerprint cards)
6. 60-day Notice
7. 30-day Notice
8. Paperwork Reduction Act Submission Form I-83

REQUEST:

Section Chief approval is required in four locations throughout the packet. Those locations have been indicated with yellow notes.

Please review the packet. The mathematical methods utilized in the Supporting Statement and on the 83-I Paperwork Reduction Act form are available upon request.

Janice - Please review, initial by your name indicating approval, and forward to Joe.

Joe - Please review, initial by your name indicating approval, and forward to Kim.

Kim - Please review, initial by your name indicating approval, sign the four locations marked within the packet, and return to Penny Rosier, OASIS, Module E-1.

All documents with a signature will be scanned and provided to the Records Management Division (RMD) for further processing. RMD has requested the documents by December 11, 2009.