

Education Resource Organizations Directory (EROD)  
Supporting Statement for Paperwork Reduction Act Submission

January 24, 2007

A. Justification

1. The collection of information is necessary in order to provide the public with one central point to obtain information about educational resource organizations. The directory avoids duplication and inconsistency on the Department's web site in various places where organizations are listed. It is necessary to maintain this directory by ensuring that the information it contains is up to date. Each of the organizations in the directory (almost 3,000) is sent a request once a year asking that they verify that its information is correct and current. It is also necessary to provide new organizations the opportunity to submit a request to be included in the directory. The EROD web site contains an online form ([http://wdcrocolp01.ed.gov/Programs/EROD/erod\\_collect.cfm](http://wdcrocolp01.ed.gov/Programs/EROD/erod_collect.cfm)) so that any entities that are not in the directory, but would like to be, can request that their information be included.

2. The information that is collected is used to update the directory. Teachers, librarians, students, researchers, and parents use the directory to identify and contact organizational sources of information and assistance on a broad range of education-related topics.

3. Organizations in the directory that have provided an email address are sent an electronic notice by email once a year asking them to verify the information in the directory. These organizations have the ability to reply to the verification request by email or by using the online form found on the directory's web site. Any organizations that would like to be included in the directory can submit their information via email, the online form, phone, fax or regular mail.

4. Department Directive OCIO: 3-108, describes controls to prevent the duplication of services. The directive states that it is the Department's policy that all information technology initiatives support and are aligned with the Department's business objectives and Strategic Plan, minimize duplication of investment efforts, and are carefully selected and managed in a way that demonstrates careful decision making, with the greatest possible partnership and resource sharing.

OCIO manages the Department's IT investment management (ITIM) process to ensure consistency with all applicable legislation as well as the Department's enterprise architecture, information management, information assurance, and related standards and processes. The ITIM process is iterative and uses a cycle of IT project selection, control, and evaluation to maximize desired business outcomes. OCIO collaborates with Principal Offices during the review process to ensure that each IT acquisition is aligned with the Department's policies and standards and is driven by sound business needs and requirements. Information technology initiatives are incorporated into the Department's IT portfolio and are monitored by ED's Planning and Investment Review Working Group (PIRWG) and Investment Review Board (IRB).

No similar information exists.

5. The collection of this information does not impact small businesses or other small entities.
6. If the verification of the information is not conducted at least annually, the data could become outdated and lead to the provision of inaccurate information to visitors to the Department's web site. Department offices that depend on EROD for their organization listings might resume maintaining their own lists, leading to increased redundancy.
7. No special circumstances exist.
8. Views on the frequency of collection, clarity of instruction, reporting format and data elements are solicited as part of the EROD submittal form and verification report. Each of the organizations in the directory is sent a request (verification report) once a year asking that they verify that its information is correct and current. The verification report includes optional questions designed to solicit feedback from those whom information is to be obtained. EROD solicits customer comments via its web site and the [erod@ed.gov](mailto:erod@ed.gov) email address. Views about EROD from persons outside the agency are also obtained via the ED Internet Customer Survey (<http://wdcrobcolp01.ed.gov/CFAPPS/ed-customer-survey/newsurvey.cfm>).
9. No payment or gift will be made to respondents.
10. No assurance of confidentiality is provided since this information is to be provided to the public and includes no privacy data. Organizations reply on a voluntary basis and personal information is limited to the name, phone number and email address of the designated individual at that organization that the public may contact.
11. The collection does not include any questions of a sensitive nature.
12. Estimates of the hour burden of the collection of information:

**a) Annual Verification Request:**

- Number of respondents to annual verification request: 2,952
- Frequency of response: Once a year
- Annual hour burden: 541 (The hour burden was estimated by reviewing a sample record and updating each field of information.)
- Annualized cost: \$13,525

**b) New respondents to the Online Form:**

- The number of new respondents to the online form: 136
- Frequency of response: Once
- Annual hour burden: 136 (The hour burden was estimated by completing each field of information on the online form. All subsequent submissions would be done using the form in 12 a).
- Annualized cost: \$3,400

13. There is no annual cost burden.

14. Estimates of annualized costs:

The estimate for annual maintenance including requests for updates is \$98,149. This figure is based on the last independent government cost estimate completed on September 28, 2004.

15. The number of requested hours has increased from 498 to 677. This change is based on the increased volume of submissions and responses. Otherwise, there are no material changes to the overall program (administration, scope of work, etc.).

16. The information is reviewed upon receipt for accuracy and relevance, then it is posted immediately to the website. The entire project cycle takes one year during which each record is verified and updated. The year begins on Jan. 1 and ends on Dec. 31.

17. This approval is not being sought.

18. There are no exceptions to the certification statement.

#### B. Collection of Information Employing Statistical Methods

No statistical methods, sampling methods, or estimation procedures are used in the collection.