



## UNITED STATES DEPARTMENT OF EDUCATION

Office of the Chief Information Officer  
Development Services Team

February 2, 2021

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Office of Management and Budget  
725 17<sup>th</sup> Street NW, Room 10235  
New Executive Office Building  
Washington, DC 20503

Reference: Paperwork Reduction Act Submission, US Department of Education, Information Collection for Education Resource Organizations Directory (EROD)

Ms. Potter:

The U.S. Department of Education (ED) requests approval to collect descriptive and contact information from organizations for use in the Education Resource Organizations Directory (EROD). EROD is an electronic directory of approximately 3,000 educational resource organizations and services available at the State, regional, and national level. The goal of the directory is to help individuals and organizations identify and contact organizational sources of information and assistance on a broad range of education-related topics. Users of the directory include diverse groups such as teachers, librarians, students, researchers, and parents.

We are requesting approval to ask each organization in the directory to verify, and update as necessary, its information in EROD annually. If the verification of the information is not conducted at least annually, the data could become outdated and lead to the provision of inaccurate information to visitors to the Department's web site. We also anticipate adding a small number of new entries each year.

The total burden on each participant would be approximately 11 minutes to update an existing entry (approximately 99.8% of the entries) or 1 hour to add a new entry (approximately 0.2% of the entries), including the time to review instructions, search existing data resources, gather the data needed, complete, and review the information collection. The total burden hours on the public would be approximately 677 hours per year.

Organizations in the directory that have provided an email address will be 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 (see [http://wdcrocolp01.ed.gov/Programs/EROD/erod\\_collect.cfm](http://wdcrocolp01.ed.gov/Programs/EROD/erod_collect.cfm)). 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.

You may contact me via my [angela.roberts@ed.gov](mailto:angela.roberts@ed.gov) e-mail address or my telephone number 202-245-6558 should you require additional information.

Sincerely,

Angela Roberts  
Information Technology Specialist  
ED/OCIO/Development Services Team

CC: Jerry Alexandratos

Joe Schubart