

# **Supporting Statement for Paperwork Reduction Act Submission for Freedom of Information/Privacy Act Record Request Form Information Collection**

## **A. JUSTIFICATION**

### **1. Circumstances Making the Collection of Information Necessary**

Pursuant to the Freedom of Information Act and the Privacy Act of 1974, the collection of certain personally identifiable information and/or source documents is necessary to locate applicable records following an access request. The relevant section of each statute is in 5 U.S.C. § 552, 5 U.S.C. § 552a, and 22 C.F.R. § 215.4.

### **2. Purpose and Use of the Information Collection**

The purpose of the collection is to enable the U.S. Agency for International Development to locate applicable records and to respond to requests made under the Freedom of Information Act and the Privacy Act of 1974. Information includes sufficient personally identifiable information and/or source documents as applicable. Failure to provide the required information may result in no action being taken on the request. Authority to collect this information is contained in 5 U.S.C. § 552, 5 U.S.C. § 552a, and 22 C.F.R. § 215.4. USAID routinely uses the information received.

### **3. Consideration Given to Information Technology**

The agency collects the information in electronic - via web, email, and fax - and paper form.

### **4. Duplication of Information**

No similar is gathered by the Agency or are available from other sources known to the Agency.

### **5. Reducing the Burden on Small Entities**

There is no known impact to small business or small entities.

### **6. Consequences of Not Conducting Collection**

If this information is not collected, the Agency will not be able to provide responses to the requester.

### **7. Special Circumstances**

Additional clarifying information/source documents may be needed to allow the agency to respond to a requester when an original submission does not include sufficient information.

### **8. Consultations with Persons Outside the Agency**

In accordance with 5 CFR 1320.8(d) December 11, 2012 a 60-day notice for public comment was published in the *Federal Register, FR Vol 79, No.1, Page 92 on January 2, 2014*. The agency received on comment on May 22, 2014 from NARA (OGIS) and responded on June 20, 2014 accepting their recommendation.

**9. Payment or Gift**

The Agency will not provide any payment or gift to respondents.

**10. Confidentiality**

The Freedom of Information and Privacy Acts, agency regulations and policy each establishes authority for protecting the confidentiality of certain information.

**11. Sensitive Nature**

No questions of a sensitive nature will be asked.

**12. Burden of Information Collection**

A variety of instruments and platforms will be used to collect information from respondents. The annual burden hours requested (25000) are based on the number of collections we expect to conduct over the requested period for this clearance.

<b>Estimated Annual Reporting Burden</b>				
Type of Collection	No. of Respondents	Annual Frequency per Response	Hours per Response	Total Hours
Freedom of Information/ Privacy Act Record Request Form	600	1	.15	90

**13. Costs to Respondents**

No costs are anticipated.

**14. Costs to Federal Government**

The anticipated cost to the Federal Government is approximately \$1.8m annually. These costs comprise personnel salaries and other administrative costs associated with the production of records in response to the requester.

**15. Reason for Change**

Not applicable.

**16. Tabulation of Results, Schedule, Analysis Plans**

The Agency may publish certain information received by the requester (e.g., congressional inquiry, Freedom of Information Act reporting) in compliance with and under the provisions of the Freedom of Information and Privacy Acts.

**17. Display of OMB Approval Date**

No exemption is requested.

**18. Exceptions to Certification for Paperwork Reduction Act Submissions**

Not Applicable.

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