

Supporting Statement for Electronic Records Express (ERE)
OMB No. 0960-0767

A. Justification

1. Introduction/Authoring Laws and Regulations

Electronic Records Express (ERE) allows us to provide online copies of documents and digital audio hearing recordings contained in disability claimants' files to the claimant's third party representative. Third party appointed representatives can obtain the same information from SSA as the disability claimant. The respondents are third party appointed representatives, and the information they supply to us allow us to provide them access to view and download all aspects of their clients' disability files online through ERE. We developed ERE as an electronic platform under the auspices of the E-Government Act of 2002 (Public Law 107-347) and the Government Paperwork Elimination Act (GPEA; Pub. L.105-277).

2. Description of Collection

Electronic Records Express (ERE) is an online system which enables medical providers and various third party representatives to download and submit disability claimant information electronically to SSA as part of the disability application process. To ensure only authorized people access ERE, SSA requires third parties to complete a unique registration process if they wish to use this system. This Information Collection Request (ICR) includes the process to request a download through the Appointed Representative suite of services screens; the burden for submitting evidence to SSA is part of other, various ICRs. The respondents are third party representatives of disability applicants who want to use ERE to electronically access clients' disability files online and submit information to SSA.

3. Use of Information Technology to Collect the Information

ERE is a web-based program originally developed by SSA under the aegis of, and in accordance with, GPEA. We collect all information electronically online. Based on our data, we estimate approximately 100% of respondents under this OMB number use the electronic version.

4. Why We Cannot Use Duplicate Information

The nature of the information we are collecting and the manner in which we are collecting it preclude duplication. SSA does not use another collection instrument to obtain similar data.

5. Minimizing Burden on Small Respondents

This collection does not significantly affect small businesses or other small entities.

6. **Consequence of Not Collecting Information or Collecting it Less Frequently**
If we did not request the SSN from third party appointed representatives, we could not provide access to their clients' files. There are no technical or legal obstacles to burden reduction.
7. **Special Circumstances**
There are no special circumstances that would cause SSA to conduct this information collection in a manner inconsistent with 5 *CFR* 1320.5.
8. **Solicitation of Public Comment and Other Consultations with the Public**
SSA published the 60-day advance Federal Register Notice on July 23, 2014, at 79 FR 42863, and we received no public comments. We published the 30-day Federal Register Notice on September 26, 2014, at 79 FR 58022. If we receive any public comments in response to the 30-day Notice, we will forward them to OMB. We did not consult with the public in the revision of this website.
9. **Payment or Gifts to Respondents**
SSA does not provide payments or gifts to the respondents.
10. **Assurances of Confidentiality**
SSA protects and holds confidential the information it collects in accordance with 42 *U.S.C.* 1306, 20 *CFR* 401 and 402, 5 *U.S.C.* 552 (Freedom of Information Act), 5 *U.S.C.* 552a (Privacy Act of 1974), and OMB Circular No. A-130.
11. **Justification for Sensitive Questions**
The information collection does not contain any questions of a sensitive nature.
12. **Estimates of Public Reporting Burden**
Currently approximately 12,000 respondents are registered to use the ERE website to download information from their clients' electronic disability files. These respondents visit ERE an average of 281 times each annually, for 3,372,000 responses per year. Each response takes approximately 1 minute to provide the information needed to access their clients' files. Accordingly, the burden is currently 56,200 hours and we did not calculate a separate cost burden. The following chart shows the burden information for this collection:

Modality of Completion	Number of Respondents	Frequency of Response	Number of Responses	Average Burden Per Response (minutes)	Estimated Total Annual Burden (hours)
ERE – Third Parties	12,000	281	(3,372,000)	1	56,200

The total annual burden for this information collection is **56,200** hours. This figure represents burden hours, and we did not calculate a separate cost burden.

13. Annual Cost to the Respondents (Other)

This collection does not impose a known cost burden to the respondents.

14. Annual Cost To Federal Government

The estimated cost to the Federal Government to collect the information is negligible. Because the cost of maintaining the system which collects this information is accounted for within the cost of maintaining all of SSA's automated systems, it is not possible to calculate the cost associated with just one Internet application.

15. Program Changes or Adjustments to the Information Collection Request

The increase in the burden hours is due to an increase in the number of users accessing this information electronically through ERE. We anticipate further increases as more third party appointed representatives choose to obtain this information electronically through ERE.

16. Plans for Publication Information Collection Results

SSA will not publish the results of the information collection.

17. Displaying the OMB Approval Expiration Date

SSA is not requesting an exception to the requirement to display the OMB approval expiration date.

18. Exceptions to Certification Statement

SSA is not requesting an exception to the certification requirements at 5 *CFR* 1320.9 and related provisions at 5 *CFR* 1320.8(b)(3).

B. Collections of Information Employing Statistical Methods

SSA does not use statistical methods for this information collection.