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. § 212.20.

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. § 212.20. USAID routinely uses the information received.

3. **Consideration Given to Information Technology**
The agency collects the information in electronic - via web, email, fax - and paper form.

4. **Duplication of Information**
No similar information 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), on Monday, August 21, 2017 the 60 day Notice for public comment was published in the *Federal Register, FR Vol. 82 No. 160*, No comments were received. On Tuesday, October 31, 2017, the 30 – day Notice for Public Comment was published in the *Federal Register, FR Vol. 82 No. 209.*

9. **Payment or Gift**
   The Agency will not provide any payment or gift to respondents.

10. **Confidentiality**
Information will be kept private to the extent permitted by law.
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 (300) are based on the number of collections we expect to conduct over the requested period for this clearance.

Estimated Annual Reporting Burden				
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	.50	300

13. **Costs to Respondents**
   The estimated cost of notarization and copy rate for two forms of identification is $12.00. For an expected 150 Privacy Act Requests per year, the total cost will be $12.00 x 150 = $1800 per year.

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**
   This is an update of OMB Form No. 0412-0589.

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.