

DEPARTMENT OF THE INTERIOR  
**MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

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Release No. 44

October 3, 1984

SUBJECT: Administrative Series  
Part 381 Origination of Records and Information  
Chapter 5 Information Collection Requirements

EXPLANATION OF MATERIAL TRANSMITTED:

The purpose of this chapter is to establish the responsibilities and procedures for controlling the paperwork burden imposed on the public by the Minerals Management Service (MMS).

  
Director

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FILING INSTRUCTIONS:

REMOVE:

None

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
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OPR: Records Management Section  
Information Analysis Branch  
Information Resources Management Division  
Office of Administration

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Administrative Series

Part 381 Origination of  
Records and Information

Chapter 5 Information Collection Requirements

381.5.1

1. Purpose. The purpose of this chapter is to establish the responsibilities and procedures for controlling the paperwork burden imposed on the public by the Minerals Management Service (MMS).

2. Objectives.

A. Ensure MMS compliance with the Paperwork Reduction Act of 1980.

B. Minimize information collection burdens imposed on the public.

C. Ensure that information collected from the public is essential for program operations and is used effectively.

3. Authority.

A. Paperwork Reduction Act of 1980 (44 U.S.C. 3501-3520).

B. 5 CFR 1320 (Information Collection).

C. Departmental Manual (381 DM 11 and 12, Information Collection Program Requirements and Clearance Procedures for Information Collection).

4. Reference. Departmental Manual, Information Collection Handbook (381 DM).

5. Definition. For the purpose of this chapter, the following words are defined: (For additional definitions see the departmental handbook (381 DM)).

A. Burden means the total time, effort, or financial resources required to respond to a collection of information, including that needed to read or hear instructions; to develop, modify, or assemble any materials or equipment; to conduct tests, inspections, polls, observations, or the like, necessary to obtain the information; to organize the information into the requested format; to review its accuracy and the appropriateness of its manner of presentation; and to maintain, disclose, or report the information.

B. Person means an individual, partnership, association, corporation, business trust, or legal representative; an organized group of individuals, a State, territorial, or local government or branch thereof, or a political subdivision of a

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- C. Standard Form 83 (SF-83), Request for OMB Review.
- D. Supporting Statements.
- E. Federal Register Notice.

9. Reporting Requirements.

A. Within 20 days of receiving the OMB clearance letter from the ICCO, the Information Collection Liaison Officer will forward to the ICCO for transmittal to the Department a copy of each form involved. The form will contain the OMB clearance number and expiration date and the Paperwork Reduction Act statement referred to in the departmental handbook.

B. The ICCO will maintain the information collection official file. This file must be maintained for 2 years after the expiration of the OMB clearance.

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381.5B

State, territory, or local government. Current employees of the Federal Government are excluded from this definition for purposes of the collection of information within the scope of their employment.

C. Information Collection Budget (ICB) refers to the planning document required by the Office of Management and Budget (OMB) for information collection activities. The budget is compiled every year based on instructions provided by OMB. Individual information collections are listed separately along with the estimated burden associated with each.

6. Policy. It is the policy of the MMS to ensure that collections of information are structured so that the burden on the public is kept to a minimum. The burden associated with each collection of information must be allowed for in the annual ICB. No office may collect information from 10 or more persons unless it is essential to a program and the information collection has been approved by OMB.

7. Responsibilities.

A. All Associate/Assistant Directors are responsible for:

(1) Ensuring that information collections imposed on the public are submitted to the Information Collection Clearance Officer (ICCO) for OMB approval.

(2) Designating an Information Collection Liaison Officer and an alternate responsible for implementing the procedures as outlined in this chapter.

B. The Assistant Director for Administration has overall responsibility for the MMS Information Collection Management Program and will:

(1) Ensure implementation of an effective information collection program and compliance with OMB and Department requirements.

(2) Designate an ICCO and an alternate with responsibility for development and management of the program and report these designations to the Chief, Division of Directives and Regulatory Management (DRD), at the Department.

C. The Information Collection Clearance Officer (ICCO) is responsible for:

(1) Developing policy and establishing procedures for the systematic review of existing and proposed information collection requirements.

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(2) Disseminating to the appropriate program officials within the MMS all instructions received from the Department relative to information collection.

(3) Responding to questions from MMS program officials about the requirements of the Paperwork Reduction Act or the information collection clearance process.

(4) Reviewing all clearance packages originating in the MMS for conformance to departmental and OMB guidelines.

(5) Developing, consolidating, reviewing, and ensuring the accuracy and completeness of the annual ICB submission.

(6) Monitoring clearance requests throughout the year to ensure that requests do not cause the MMS to exceed the ceiling established by OMB.

(7) Reviewing all proposed and final rulemaking documents to ensure that any information collection requirements they contain have been submitted to OMB for clearance.

D. Information Collection Liaison Officers are responsible for:

(1) Ensuring that every information collection is included in the ICB for the year in which it is collected or obtaining OMB approval for an additional budget allowance.

(2) Consulting with the MMS ICCO on the information collection clearance process.

(3) Working with the ICCO to respond to requests from the Department or OMB for information.

(4) Ensuring that OMB clearance is renewed as necessary.

8. Procedures. All information collection clearance packages must be submitted to the ICCO, Mail Stop 631. Additional procedures for the preparation and processing of information collections are contained in the departmental handbook which includes:

A. General Requirements and Guidelines.

B. Requirements for Clearance Packages.