



United States
Department of
Agriculture

Food Safety
and Inspection
Service

FSIS Directive
2650.1

Revision 1

Reports Management Program

REPORTS MANAGEMENT PROGRAM

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UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

2650.1
REVISION 1

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REPORTS MANAGEMENT PROGRAM PART ONE--BASIC PROVISIONS

I. PURPOSE

This directive:

- A. Describes FSIS policy on reports management.
- B. Assigns responsibilities for carrying out the reports management program in FSIS.
- C. Prescribes procedures for obtaining clearance on public reports.

II. CANCELLATION

FSQS Directive 2650.1, dated 10/18/77, and FSQS Directive 2650.2, dated 10/20/77.

III. REASON FOR REISSUANCE

This directive has been completely rewritten to:

- A. Combine FSIS Directives 2650.1 and 2650.2.
- B. Include procedures for obtaining clearance of public reports.

IV. REFERENCES

Federal Records Act of 1950
Federal Reports Act of 1950
FIRMR Subpart 201-45.103 and 201-45.6
Paperwork Reduction Act of 1980, as amended
5 CFR 1320, Control of Paperwork Burden on the Public
5 USC 552a, Privacy Act

V. FORMS AND ABBREVIATIONS

The following will be used in their shortened form in this directive:

ADP	Automated Data Processing
ASD	Administrative Services Division
CFR	Code of Federal Regulations

DISTRIBUTION: All Offices (Except IIC's
and Below)

OPI:
ASD – Paperwork Management Branch

ICB	Information Collection Budget
IRM	Information Resources Management
FIRMR	Federal Information Resources Management Regulations
OIRM	Office of Information Resources Management, USDA
OMB	Office of Management and Budget
PMB	Paperwork Management Branch, ASD, Washington, DC
AD-368	Reports Clearance Request
SF-83	Request for OMB Review
SF-83A	Instructions for Standard Form 83

VI. POLICY

FSIS policy requires that reports developed for setting policies, establishing procedures, and making decisions be systematically planned so information collected will be accurate, adequate, and meaningful.

VII. OBJECTIVE

The FSIS Reports Management Program is designed to achieve maximum economy, uniformity, and simplicity in reporting systems and complies with the Federal Reports Act of 1950.

VIII. DEFINITIONS

A. **Report.** Instrument for collecting or distributing data or information. Generally the data is summarized and transmitted for use in determining policy, planning, controlling, and evaluating operations and performance; making administrative determinations; and preparing other reports. Data or information may be narrative, statistical, or graphic.

B. **Reporting System.** Information gathering process involving several organizational units or functions for providing adequate information to program managers as efficiently as possible.

C. **Responsible Division or Staff Office.** Office which originates the requirement for a report. If the requirement for the report originates outside FSIS, the FSIS division or staff office involved in the final processing of the report shall serve as the responsible division or staff office for reports management purposes.

D. **Recurring Report.** Report or reporting system requiring repetitive preparation, in whole or in part, at an established frequency or specified schedule. Although a regular frequency schedule is preferable, a recurring report may be on an "as required" basis.

E. **Internal Report.** Intradepartmental reporting requirement.

1. **USDA.** Report which a USDA agency requires from FSIS.

2. **FSIS.** Report required by FSIS and prepared within FSIS.

F. **Public Report.** Report imposed by FSIS on persons, firms, agencies or entities outside the Federal Government subject to provisions of the Paperwork Reduction Act of 1980, as amended. (See Part Two, Public Reports.)

G. **Interagency Report.** Report submitted between Federal departments or independent agencies covered by FIRMR.

H. **FSIS Reports Catalog.** Official publication of specific data from recurring reports.

I. **Reports Control Symbol.** FSIS coding system for identifying and monitoring reports.

IX. **APPLICABILITY**

The FSIS Reports Management Program applies to public reports, interagency reports, and internal reports. All reports required or prepared by FSIS are subject to the provisions of this directive **except:**

- A. One-time reports.
- B. Security classified reports.
- C. Individual transaction documents such as requisitions, personnel actions, vouchers, applications, and legal briefs.
- D. Comments requested on proposed dockets, responses to audits and investigation, and prepared statements for congressional hearings.

X. **RESPONSIBILITIES**

A. **Reports Management Officer.** The Chief, Paperwork Management Branch, ASD, is Reports Management Officer for FSIS. The Reports Management Officer:

- 1. Develops standards, methods, procedures, and guidelines for use in periodic reports reviews.
- 2. Serves as central coordinator for reports and reporting systems.
- 3. Coordinates, assists, and gives advice for obtaining OMB clearance of public reports. (See Part Two.)
- 4. Coordinates clearances of all interagency and intra-agency reporting requirements.
- 5. Furnishes technical assistance and guidance to divisions, staff offices, and programs concerning reporting systems and other phases of the Reports Management Program.
- 6. Issues a reports catalog and maintains supplemental information covering reporting systems of each division, program, or staff office including cost of significant reports.

B. **Automated Information Systems Division:**

- 1. Provides guidance on the feasibility, usefulness, and practicality of ADP applications in the reporting process.
- 2. Approves the design and installation of any automated reporting system and notifies the Reports Management Officer.

C. Deputy Administrators and Staff Directors:

1. Analyze and evaluate their reporting requirements.
2. Identify data needs.
3. Recommend reports and systems improvements.
4. Submit Form AD-368 to the Reports Management Officer for clearance and approval before submission of any proposed implementing directive or form.
5. Maintain control records on reporting requirements originating from their programs.
6. Appoint IRM Coordinators to act as a liaison with PMB.

PART TWO--PUBLIC REPORTS

I. POLICY

FSIS policy is to efficiently and effectively collect only essential information from the public in accordance with 5 CFR 1320. FSIS must obtain OMB approval, display a valid OMB control number, and if required, an expiration date.

II. DEFINITIONS

A. **Public.** Individuals or households, State or local agencies, farms, businesses, and nonprofit institutions.

B. **Burden.** The total time and money used by the public to provide information to a Federal agency. This includes the time to read or hear, develop, modify, construct, or assemble information; to conduct tests, inspections, polls or observations necessary to obtain the information; and to store, file, or maintain the information.

C. **FSIS Clearance Officer.** Chief, Paperwork Management Branch, ASD.

D. **FSIS Senior IRM Official.** Assistant Deputy Administrator, Administrative Management.

E. **Report Form.** Any application or other administrative form, questionnaire, telegraphic request, electronically generated screen, or other similar device for the collection of information; or any schedule or other form used in oral interviews.

F. **Respondent.** Any individual (excluding a Federal employee performing official duties), corporation, company, association, firm, partnership, society, joint stock company, institution, State or Territorial government or branch of it, or any political subdivision of a State or Territory or branch of such political subdivision that furnishes information on a plan or report form to the Federal Government.

G. **Recordkeeping Requirements.** FSIS requirements imposed on the public to maintain specified records not usually kept as ordinary business documents.

H. **Reporting Requirements.** FSIS requirements imposed on the public to provide information to the public or FSIS. These requirements may implicitly or explicitly include related recordkeeping requirements.

I. **Information Collection.** Obtaining or soliciting facts or opinions by an agency from the public with written report forms, application forms, schedules, questionnaires, reporting or recordkeeping requirements, telephone usage, or other similar methods calling for answers to either:

1. Identical questions posed to, or identical reporting or recordkeeping requirements imposed on, ten or more persons, other than agencies, instrumentalities, or employees of the Federal Government.

2. Questions posed to agencies, instrumentalities, or Federal Government employees that are to be used for general statistical purposes.

J. **Information Collection Budget.** A comprehensive listing of all reporting and recordkeeping burdens imposed on the public by an agency. The reporting and recordkeeping burdens are expressed in hours. The Department annually develops and submits the USDA ICB to OMB for approval.

K. **Federal Information Locator System.** A Governmentwide automated information system used to detect duplications in information collections.

III. **RESPONSIBILITIES**

A. **Paperwork Management Branch.**

1. Acts as FSIS liaison with the OIRM Clearance Officer.
2. Notifies the responsible program, division, or staff office:
 - a. When the information collection is approved or disapproved.
 - b. Approximately 60 days before the information collection approval will expire.
 - c. Whether the information collection requires formal clearance if it involves fewer than ten respondents.

B. **Programs and Divisions.**

1. Prepare an original and five copies of the SF-83. Complete applicable items on the form according-to instructions on the SF-83A.
2. Prepare an original and five copies of a Supporting Statement according to instructions on the SF-83A.
3. Estimate the number of respondents, number of responses per year, and the time required to complete a single report for each form when using one SF-83 and Supporting Statement to request clearance of two or more forms with different respondent burdens. List these estimates in the Supporting Statement.
4. Submit the SF-83 and Supporting Statement to PMB. Include five copies of the information collection, and five copies of any supplemental instructions, transmittal letter, or other related documents being sent to the respondents.

IV. **REQUIREMENTS**

A. **Federal Reports Act Standards.**

The following standards, governing data collection from the public, conform to those established by the Department to comply with the Federal Reports Act.

1. **Ten or More Respondents.** Ensure that any information collection used by FSIS to collect identical information from ten or more respondents (other than Federal employees performing official duties) meets the following requirements:

- a. **Clearance** by OIRM of USDA.
- b. **Approval** by OMB.

2. **State or Local Governments.** Support any projects that involve obtaining information from State and local governments with evidence of consultation in the Supporting Statement.

B. Clearance.

1. **Actions Before Requesting Clearance.** Before requesting clearance of an information collection, determine that:

- a. The information requested does not exceed the limits of reasonable need or practical use.
- b. The number of respondents, frequency of collection, number and difficulty of items, and other requirements are essential to the purpose of the information collection.
- c. Adequate information is not already available in the Department or from another Government agency.
- d. Any recordkeeping requirement contains a specific retention period.

2. **Information Collections to be Cleared.** Obtain clearance for the following types of information.

a. Proposed information collection forms, including dockets for Federal Register publication that contain reporting or recordkeeping requirements.

b. Substantial revisions of information collections previously approved by OMB. This includes changes in:

- (1) Kind and amount of information sought.
- (2) Number of and identity of respondents.
- (3) Time and frequency of reporting.
- (4) Duty or function of collecting, processing, or tabulating information as a result of the transfer of the activity into, from, or within FSIS.

c. Extensions of clearance approvals of information collections beyond the previously approved expiration dates.


Deputy Administrator
Administrative Management