

Attachment D

May 30, 1985

## MEMORANDUM FOR OIRA STAFF

Subject: OIRA Procedures #3

The purpose of this memorandum is to remind you of the policies of the Office of Information and Regulatory Affairs under the Paperwork Reduction Act of 1980, Executive Order No. 12291, and Executive Order No. 12498, with respect to:

- records maintenance;
- public access to records; and
- meetings with the public.

These policies are intended to ensure that our responsibilities are discharged as efficiently and openly as practicable, consistent with both the law and the need for confidential communications between the President and his executive officers. Because OIRA's role in implementing the Paperwork Reduction Act is very different from its role in implementing Executive Order No. 12291 and Executive Order No. 12498, different procedures are necessary for our actions under each of these three programs. The differences derive primarily from the different authorities involved. The rules for Executive Order No. 12291 reviews will be applied to the Executive Order No. 12498 process to the extent they are relevant in that context.

**BACKGROUND**

*OIRA's Role Under the Paperwork Reduction Act.* In summary, the Paperwork Reduction Act requires OMB to review and approve or disapprove agency requests for information from the public. In this regard, the Paperwork Reduction Act essentially re-codified the clearance authority that was originally assigned to OMB (actually the old Bureau of the Budget) by the Federal Reports Act of 1942.

OMB is responsible for determining whether agency information collection requirements meet the standards of the Act. Reviews under the Act determine whether the proposed information collection request is necessary for the proper performance of agency functions, including whether the information has "practical utility," whether it is too burdensome on respondents, and whether there is a need for the information. As a result, our actions may have legal, judicially reviewable consequences and must be based

upon a complete record. The Act and our implementing rule specify the procedures that OIRA must follow. The bottom line is that we are responsible for ensuring that the record is complete and constitutes a justifiable basis for our decision, and that we adhere to the required procedures in developing the record and making our decision.

*OIRA's Role Under E.O. 12291 and E.O. 12498.* In contrast, our review under Executive Orders No. 12291 and No. 12498 derives from the President's constitutional authority over, and responsibility for actions taken by, his executive officers in carrying out the law. He has delegated his authority to review regulations to the Director of OMB. Thus, we conduct our reviews on behalf of the Director and the President.

In conducting an Executive Order review, OMB does not make final regulatory decisions—those are assigned by law to the heads of the respective agencies and must in all cases remain the regulatory agency's responsibility. The decision is made by the regulatory agency and the agency is accountable for both the adequacy of the record of its rulemaking and for justifying the substantive validity of the decision under the applicable statutes. We review the draft regulations of departments and agencies and advise whether the draft rules and their analysis meet the President's regulatory principles, as set forth in Executive Orders No. 12291 (Section 2) and No. 12498 (Section 1). As the Executive Orders note, our review is not intended to provide any third party with any procedural or substantive right concerning the regulations.

Since some regulations contain collections of information from the public, they are subject to our review and approval under the Paperwork Reduction Act as well as under Executive Order No. 12291.

**THE DECISIONMAKING RECORD**

The law generally requires that agencies must compile a record of materials that justify their rule-making actions and that will serve as a basis for judicial review. The regulatory agency is also required under the Administrative Procedure Act to

provide a concise general explanation for any regulations adopted by informal rulemaking and to explain, for example, significant substantive differences between an NPRM and a final rule, including new facts or data that the agency has relied upon.

For most rulemakings the law requires only that public comments on a proposed rule and certain underlying scientific and empirical data be included with a text of the notice of proposed rulemaking and a final rule in the rulemaking record. The agency may, and usually does, include in a preamble to a rule other material in the record that is significant and relevant to the rulemaking. But the rule must be based upon and justified by the whole rulemaking record. Factual material that is not in the rulemaking record may not be used as a basis for supporting a rule.

For paperwork reviews, OIRA is the decision-making agency; *we* open and maintain that record. Our decision to approve or disapprove is based upon this record and must be justified by it. The record we compile is the material that may be reviewed as the law provides by the courts.

For reviews of regulations under Executive Orders No. 12291 and No. 12498, the agency is the decisionmaker; for judicial review, its rulemaking file, not factual material available to us, is the relevant material. In accordance with the Director's Memorandum of June 11, 1981 (attached), we make available materials we receive from the public to the regulatory agency so it may consider such material and include it in its records if it chooses to do so.

When we conduct reviews and give advice under the Executive Orders, we and the agencies treat our discussions in the same way we handle such consultation on other subjects—they are not generally disclosed. We will, however, make available upon request to the public all written information that we receive from any member of the public that we consider in our review, our final recommendation letter (if any) to the agency under E.O. 12291, and, of course, any material we submit for inclusion in an agency rulemaking record.

The following additional policies should be used as guidance in implementing our responsibilities under the Paperwork Reduction Act of 1980 and Executive Orders No. 12291 and No. 12498.

## RECORDS MAINTENANCE

Each OIRA supervisor is responsible for ensuring that the relevant documents are placed in the proper files on matters under their supervision.

Any supervisor (including the Administrator and Deputy Administrator) who receives written

comments directly from a member of the public will promptly send a copy of the comments to the appropriate Desk Officer.

Any comments that would otherwise be included in the public record but for which the commentor proposes to limit public access should not be accepted without the approval of the Deputy Administrator. Jim MacRae is responsible for periodic review and disposition of all files for the purpose of retention, storage, or destruction, in accordance with the policies set forth below. Except in unusual circumstances, all documents that are not required by law to be retained should be disposed of when the documents that are required to be retained are transferred to the Federal Records Center.

### • *Paperwork Reduction Act of 1980*

- Because the written materials in our dockets are the documentary basis for our paperwork decisions and also constitute a basis for the public to review and comment to us on the proposed agency action, paperwork clearance dockets must be kept accurate, timely, and complete. To that end, Desk Officers should place in the docket, promptly after its receipt at OMB, any material that should be in the record.

- The record should include the following material:

- Agency proposal and any revisions;
- OMB worksheet;
- All written comments from the public and other government agencies;
- Evidence of final OMB action.

- After final action (approval or disapproval), the record should be retained in the reading room for at least 6 months. At least twice a year the Reports Management Staff will review the files and send to the Federal Records Center all records for which final action has been completed for at least six months. The records will be classified as "temporary" for the Federal Records Center.

### • *Executive Order No. 12291*

- Because the head of the regulatory agency, not OMB, is the decisionmaker on all rulemaking issues that come to us under E.O. 12291, we will routinely make available to the appropriate regulatory agency copies of all written materials that we receive from members of the public during the rulemaking proceeding and that are relevant to a particular informal rulemaking.

- The Desk Officer should also send to the public reading file within three days after

receipt a copy of any such comments received from members of the public.

- These Desk Officer should send a copy of the final OMB written recommendation to the agency (if any) to the public reading file within three days after transmittal to the agency.
- The following material will not be made public, but, in addition to the final written OMB recommendations/views to the agency (if any), will be retained as part of the regulatory files:
  - draft and proposed agency materials;
  - OMB worksheets; and
  - internal OMB and interagency documents as described by 5 U.S.C. 552(b)(5).
- After completion of the OIRA review, the regulatory files should be retained for at least six months. At least twice a year, the Reports Management staff, assisted by the other Branches, will review the files and segregate all files for which the reviews have been completed for at least six months. All files of rules that were “consistent, with no change” will be sent to the Federal Records Center. All other files will be retained within the NEOB for one year, then sent to the Federal Records Center. All files sent to the Federal Records Center will be classified as “temporary.”

## **PUBLIC ACCESS TO OUR DOCKETS AND RECORDS**

FOIA requests should be handled in accordance with OMB FOIA procedures. In addition, we have customarily made our paperwork dockets and written information from the public available for inspection.

Notwithstanding the increased Secret Service security precautions in the New Executive Office Building, we must continue to make access to our public records as simple as possible. All clearances should be arranged through Jim MacRae’s office, ext. 6880.

To avoid confusion and misunderstanding, visitors should be told at the time clearance is sought that their clearance is limited to the public reading room. If the individual who has been cleared does not arrive at the reading room shortly after their scheduled clearance time, Jim MacRae should be notified. Jim will alert the Secret Service, which will take appropriate action. We cannot permit individuals who are cleared into the building for the reading room to roam through the building.

### **• Paperwork Reduction Act of 1980**

- Current and recent records of paperwork clearance actions will be maintained in such a way as to be readily accessible to members of

the public (with exceptions as provided in 5 CFR 1320.18). These files, which are the complete and official record for clearance purposes, will be kept in NEOB 3201, the reading room. They will be accessible to the public during normal business hours—9:00 am–5:30 pm.

### **• Executive Order No. 12291 and No. 12498**

- We will maintain two types of documents in our public files relating to regulatory reviews—all comments received from any member of the public, and all our final recommendation letters to agencies under Executive Order No. 12291. These files will also be accessible to the public in the reading room during normal business hours.

## **MEETING WITH MEMBERS OF THE PUBLIC (including telephone contacts)**

### **• Paperwork Reduction Act of 1980**

- Any Desk Officer or supervisor may meet with members of the public to discuss and receive data and facts that are relevant to a paperwork clearance decision.
- Consistent with the policies of this memorandum and available time, OIRA staff must be equally accessible to all members of the public.
- In making our paperwork decision, we will consider only information that we receive *in writing*. The OIRA staff should make this policy clear during any conversation with members of the public, and should advise them to submit their comments in writing to *both* OMB and the agency concerned.
- OIRA staff may provide the public with information regarding the status of our paperwork decisionmaking process and the material and factual basis of our review, but should refrain from discussing their views of the issues or speculating on the outcome of the review.
- If an information collection requirement is contained in a proposed rule, any discussion with members of the public must be limited exclusively to the information collection request.
- Other procedures concerning paperwork reviews are set forth in 5 CFR 1320 and the Act itself.

### **• Executive Orders No. 12291 and No. 12498**

- Inquires from persons outside of the Executive branch about regulatory matters under Executive Orders No. 12291 and No. 12498 shall be referred to the Deputy Administrator’s Office or the appropriate agency.

- Consistent with the policies of this memorandum and available time the Administrator and Deputy Administrator will be accessible to all members of the public.
- No one within OIRA except the Administrator or Deputy Administrator will meet or talk with members of the public on Executive Orders No. 12291 and No. 12498 matters, unless specifically authorized by the Administrator or Deputy Administrator.
- Members of the public should be advised to submit their comments in writing to the

appropriate agency if they wish to submit them to OMB, as provided in the Director's letter of June 11, 1981. They should also be advised that any materials submitted to us will be made part of the public file and made available to the appropriate agency.

ROBERT P. BEDELL  
*Deputy Administrator*  
*Office of Information*  
*and Regulatory Affairs*