

DRAFT SUPPORTING STATEMENT FOR
NRC FORM 171 "DUPLICATION REQUEST"
(OMB CLEARANCE NUMBER 3150-0066)
EXTENSION REQUEST

DESCRIPTION OF THE INFORMATION COLLECTION

As indicated in 10 CFR 9.21(b), various Nuclear Regulatory Commission (NRC) documents are made available to the public through the NRC Public Document Room (PDR). In addition to ensuring accessibility to reading the documents, the NRC has a contractor provide reproduction services to the public. Although individuals may utilize the contractor's coin operated paper copying machine or the NRC microfiche reader-printers, as well as the ADAMS terminals to print full text documents, they often request the contractor to perform this reproduction service.

NRC Forms 171, "Paper to Paper Duplication Request", NRC Form 171A, "Multi-Media Duplication Request", and NRC Form 171B, "Microform to Paper Request", have been combined into one form which will be, NRC Form 171, "Duplication Request". Combining these forms does not ask for any additional information nor result in an increase of burden.

A. JUSTIFICATION

1. Need for and Practical Utility of the Collection of Information

Only one form is required to capture the different electro-mechanical processes necessary to complete the eight different reproduction services requested by the public.

2. Agency Use of Information

Reproduction form is completed by the individual member of the public making a request, or by the Public Documents Program Section (PDPS) personnel in response to letter and telephone requests from the public, for which the contractor's reproduction services are to be utilized. The specific data on these forms permits the contractor to reproduce the correct items, to contact the requester when problems arise, and to provide a bill for services rendered. The requester maintains a copy for his records, the contractor returns a copy of the completed request, and a third copy is maintained by the contractor in request order number sequence in case a question arises concerning a past service performed. The NRC PDPS maintains no records of the completed request form. The contractor provides the Public Documents Program Section each month with a statistical summary report related to the number of users in the past month and to the number of pages, microfiche, aperture cards, computer diskettes, audio and video cassettes reproduced the pervious month for requesters. This data is utilized by the NRC in its annual report to Congress.

3. Reduction of Burden through Information Technology

There are no legal obstacles to reducing the burden associated with this information. The brief burden associated with the completion of each form is not currently amenable to a reduction through the use of information technology.

4. Effort to Identify Duplication and Use Similar Information

The Information Requirements Control Automated System (IRCAS) was searched to determine duplication, none was found. This information does not duplicate other information collections.

There is no source for the required information other than the requester. Information necessary to retrieve the document and for whom it is to be retrieved can only be supplied by the requester.

5. Effort to Reduce Small Business Burden

The information required is needed for all individuals regardless of the size of the entity, if any, by which they are employed. The information requested is basic to the information search and retrieval, and can not be reduced.

6. Consequences to Federal Program or Policy Activities if the Collection is Not Conducted or is Conducted Less Frequently

The respondent determines the frequency of completing the form. A form is completed only at the time the document is requested for reproduction at the PDR.

7. Circumstances Outside the NRC

There is no variation from OMB guidelines.

8. Consultation Outside the NRC

The opportunity for public comment will be published in the Federal Register.

9. Payment or Gift to Respondents

Not Applicable.

10. Confidentiality of the Information

The NRC provides no pledge of confidentiality for this collection of information.

11. Justification for Sensitive Questions

The forms contain no sensitive questions.

12. Estimated Burden and Burden Hour Cost

After determining which NRC documents are of interest, the requester will spend approximately four minutes completing the form. It is expected that 16,800 NRC Form 171 will be submitted annually to the reproduction Contractor. The burden hours represent 1,109 hours for 16,800 forms. The cost to the public is \$158,558 (16,800 forms X .066hours/form X \$143). The burden is based on experience, observation, and sampling.

13. Estimate of Other Additional Costs

Not applicable.

14. Estimated Annualized Cost to the Federal Government

It is expected that the PDPS staff will complete 3,000 forms for telephone and letter requests from the public at a cost of \$28,314 (3,000 forms X .066 hours/form X \$143. This cost is fully recoverable by fee assessments to NRC licensees pursuant to 10 CFR Part 171.

15. Reasons for Change in Burden

The information collection burden has decreased due to startup of ADAMS, an electronic document management system that enables patrons to print their own documents, resulting in fewer requests for duplicate copies from the contractor.

16. Publication for Statistical Use

The reproduction contractor provides the Public Document Section each month with a statistical summary report related to the number of users in the past month and to the number of pages, microfiche, and aperture cards reproduced the previous month for the users. These data are utilized by the NRC in its annual report to Congress.

17. Reason for not Displaying the Expiration Date

Not applicable.

18. Exceptions to the Certification Statement

Not applicable.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

Statistical methods are not used in the collection of information.

U. S. NUCLEAR REGULATORY COMMISSION

Agency Information Collection Activities: Proposed Collection; Comment request

AGENCY: U. S. Nuclear Regulatory Commission (NRC)

ACTION: Notice of pending NRC action to submit an information collection request to OMB and solicitation of public comment.

SUMMARY: The NRC is preparing a submittal to OMB for review of continued approval of information collections under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35).

Information pertaining to the requirement to be submitted:

1. The title of the information collection: NRC Form 171. "Duplication Request"
2. Current OMB approval number: OMB 3150-0066
3. How often the collection is required: On occasion

4. Who is required or asked to report: Individuals or companies requesting document duplication.
5. The number of annual respondents: 16,800
6. The number of hours needed annually to complete the requirement or request: 1,109 hours (16,800 forms X .066hours/form) or about 4 minutes per form.
7. Abstract: This form is utilized by individual members of the public requesting reproduction of publicly available documents in NRC's Headquarters Public Document Room. Copies of the form are utilized by the reproduction contractor to accompany the orders and are then discarded.

Submit, by (insert date 60 days after publication in the Federal Register), comments that address the following questions:

1. Is the proposed collection of information necessary for the NRC to properly perform its functions? Does the information have practical utility?
2. Is the burden estimate accurate?

3. Is there a way to enhance the quality, utility, and clarity of the information to be collected?
4. How can the burden of the information collection be minimized, including the use of automated collection techniques or other forms of information technology?

A copy of the draft supporting statement may be viewed free of charge at the NRC Public Document Room, 2120 L Street, NW (lower level), Washington, DC. OMB clearance requests are available at the NRC worldwide web site (<http://www.nrc.gov/NRC/PUBLIC/OMB/index.html>). The document will be available on the NRC home page site for 60 days after the signature date of this notice.

Comments and questions about the information collection requirements may be directed to the NRC Clearance Officer, Brenda Jo. Shelton, U.S. Nuclear Regulatory Commission, T-6 E6, Washington, DC 20555-0001, by telephone at 301-415-7233, or by Internet electronic mail at BJS1@NRC.GOV.

Dated at Rockville, Maryland, this 17th day of May 2000.

For the Nuclear Regulatory Commission.

/RA/
Brenda Jo. Shelton, NRC Clearance Officer
Office of the Chief Information Officer

4. How can the burden of the information collection be minimized, including the use of automated collection techniques or other forms of information technology?

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Dated at Rockville, Maryland, this 17th day of May 2000.

For the Nuclear Regulatory Commission.

/RA/

Brenda Jo. Shelton, NRC Clearance Officer
Office of the Chief Information Officer

*See previous concurrence

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