

## INFORMATION COLLECTION REQUESTS (ICR) NOT ASSOCIATED WITH NEW RULEMAKINGS

It takes approximately 6 to 9 months to get Office of Management and Budget (OMB) clearance, which includes 3 months for public comment periods.

### RENEWALS

#### **TIMELINE**

<b><i>When</i></b>	<b><i>Who</i></b>	<b><i>What</i></b>
<b>8 months</b> prior to expiration	Service Information Collection Clearance Officer (ICCO)	Sends a renewal notice to program office containing: <ul style="list-style-type: none"> <li>• Process steps and instructions</li> <li>• Due dates for 60-day notice and final Information Collection Request (ICR) package</li> <li>• Draft 60-day notice</li> <li>• Supporting Statement template</li> <li>• Previous Supporting Statement</li> </ul>
<b>6.5 months</b> prior to expiration	Program Office	Conducts outreach; reviews draft 60-day notice; makes revisions/updates as necessary; and returns notice to the ICCO.
<b>6 months</b> prior to expiration	ICCO	Prepares notice in final and submits to the Federal Register for publication; prepares draft 30-day notice and sends to program office.
<b>3.5 months</b> prior to expiration	Program Office	Reviews and addresses all comments received in response to 60-day notice. Prepares final ICR package and submits to ICCO
<b>2.5 months</b> prior to expiration	ICCO	Reviews final ICR package and makes revisions as necessary; enters ICR information in ROCIS (OMB's electronic submission system) and uploads appropriate documents; and submits to DOI for review.
<b>2 months</b> prior to expiration	DOI	Reviews ICR and works with ICCO to make necessary revisions; approves 30-day for publication.
<b>2 months</b> prior to expiration	ICCO	Prepares 30-day notice in final and sends to Federal Register for publication.
On date 30-day notice publishes in Federal Register	DOI	Submits ICR to OMB
60 days after submission to OMB	OMB	May take action on the ICR. If approved OMB provides new expiration date (usually 3 years from month of approval).
Upon OMB approval	ICCO	Notifies program office. Program office may begin collection of information.

### NEW COLLECTIONS

Requests for approval of new information collection requirements are handled the same as renewals except no renewal notice is sent. Once approved, OMB assigns an OMB Control No. (e.g., 1018-0145) and provides an expiration date (usually 3 years from month of approval).