

U.S. DEPARTMENT OF AGRICULTURE  
WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>	NUMBER: DR 3410-001
SUBJECT: Information Collection Request Activities: Collection of Information from the Public	DATE: January 26, 2022
OPI: Office of the Chief Information Officer, Information Resource Management Center	EXPIRATION DATE: January 26, 2027

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1. PURPOSE

This Departmental Regulation (DR) establishes the United States Department of Agriculture (USDA) policy for the management requirements associated with the clearance of an information collection request (ICR). This guidance must be used when collecting information from the public, including individuals, businesses, other private institutions, and State and local governments.

2. SPECIAL INSTRUCTIONS/CANCELLATIONS

- a. This DR supersedes DR 3410-001, *Information Collection Activities – Collection of Information from the Public*, dated May 6, 2009.

- b. This policy is effective immediately and remains in effect until it is superseded or it expires.
- c. All Mission Areas, agencies, and staff offices must align their policies and procedures with this DR within 6 months of the publication date.
- d. This DR is not applicable to the collection of information from Federal employees or military personnel as part of their work-related duties.

### 3. SCOPE

This DR applies to all USDA Mission Areas, agencies, staff offices, employees, appointees, contractors, and others who work for, or on behalf of, USDA that are involved with developing or processing information collection requests.

### 4. BACKGROUND

- a. The *Paperwork Reduction Act of 1995* (PRA), Public Law ([P.L. 104-13](#)) and its implementing regulation, [5 Code of Federal Regulations \(CFR\) Part 1320](#), *Controlling Paperwork Burdens on the Public*, were established in response to public complaints about the amount of paperwork burden imposed by the Federal Government on members of the public. Members of the public include, but are not limited to: individual people (including contractors), businesses, associations, and partnerships, State, tribal, and local governments, universities and foreign citizens, governments, and businesses.
- b. The goals of the PRA are to:
  - (1) Minimize the burden on the public when collecting information, especially by using technology;
  - (2) Maximize the practical use of the information collected;
  - (3) Ensure that an information collection does not duplicate already existing information, or duplicate effort;
  - (4) Maximize the cooperation amongst Federal program areas and agencies;
  - (5) Promote openness and accountability in the collection and use of information;
  - (6) Improve integrity, quality, security, and utility of information to all users within and outside the Federal Government; and
  - (7) Improve Federal responsibility and accountability.

## 5. POLICY

- a. The PRA requires every Federal agency, except those specifically exempted, to obtain approval from the Office of Management and Budget (OMB) for any planned information collections. Approved collections must be renewed at least every 3 years.
- b. Collected information must:
  - (1) Be essential to the Mission Area's, agency's, or staff office's mission and have demonstrated practical use for the office in performing its function; and
  - (2) Be collected in the most efficient, effective, and economical manner possible.
- c. Approval and clearance is required for voluntary collections, mandatory collections, and collections required to obtain a Federal benefit (e.g., jobs, grants, permits.)
- d. An information collection needs clearance if Mission Areas, agencies, or staff offices are collecting information in order to:
  - (1) Obtain facts or opinions from 10 or more persons within a 12-month period by the use of standard questions or reporting requirements presented in forms, telephone or personal interviews, surveys, questionnaires, and web pages; requests for narrative responses to questions; requests for identical information, or almost any other means;
  - (2) Require members of the public to provide information to the general public or to a third party;
  - (3) Impose any requirements to label or mark items or packaging;
  - (4) Require use of technological methods, including automated techniques, to monitor public compliance with Government requirements; or
  - (5) Require compilation or maintenance of records, either alone or in conjunction with, the reporting of information.
- e. Examples of information collections that require OMB clearance are:
  - (1) Grant applications and reports if information is collected other than by use of, or in addition to, Standard Forms (e.g., narrative proposals, supporting documentation, performance reports);
  - (2) Written reports (e.g., special use, grantee performance reports);
  - (3) Surveys (e.g., in person, online, or telephone visitor surveys, customer surveys);

- (4) Forms (e.g., visitor use reports, IRS 1040).
- f. Examples of information collections that do not require OMB clearance are:
  - (1) Requests or collections from fewer than 10 members of the public;
  - (2) Open-ended requests for comments or feedback;
  - (3) Collections from Federal employees or military personnel as part of their work duties;
  - (4) Discussions and questions from a public hearing, meeting, or online equivalent;
  - (5) Some Federal investigations and civil actions, antitrust actions, and intelligence activities.
- g. Mission Areas, agencies, and staff offices conducting or sponsoring an information collection are responsible for obtaining OMB approval.
  - (1) An information collection is considered to be “conducted” if the information being collected is done using USDA staff and resources.
  - (2) An information collection is considered to be “sponsored” if another agency is used to collect information, enters into a contract or a cooperative agreement with another person to collect information, or requires a person to provide information to another person, or otherwise causes another person to obtain, retain, solicit, or require the disclosure to third parties or the public of information by or for a USDA organization.
- h. USDA must provide members of the public with the option to submit information, transact business, and maintain records by paper or electronically when feasible. This will provide OMB with information on how to assess both compliance with PRA and the *E-Government Act of 2002*, [P.L. 107-347](#).
- i. Mission Areas, agencies, and staff offices cannot ask members of the public to respond to a collection that does not have OMB approval. If doing so, they are in violation of the PRA. By failing to comply, Mission Areas, agencies, and staff offices:
  - (1) Could open USDA and the information collected to legal challenge; and
  - (2) Will have the violations of the PRA reported to Congress and the President in the Information Collection Budget (ICB).

## 6. PRIVACY REQUIREMENTS

- a. Title III of the *E-Government Act*, also known as the [Federal Information Security Modernization Act of 2014](#) (FISMA), requires Federal agencies to ensure the security of the information and information systems that support the operations and assets of the agency, including those provided or managed by another agency, contractor, or other source.

Federal agencies and their contractors must comply with FISMA standards and obtain an Authority to Operate (ATO) appropriate for the types of information which reside on these information systems. They must also ensure that a Privacy Impact Assessment (PIA) is completed for these systems as well.

- b. So that agencies and their contractors are aware of and prepare to meet the legal requirements for their information systems before initiating a new information collection, the following information should be completed:
  - (1) Both ATO and PIA (if PII is collected) requirements apply to information systems of Federal agencies and their contractors (e.g., in the private sector and academia);
  - (2) An ATO that is commensurate with the appropriate FISMA compliance level(s) is required, even if PII is not collected by an information collection; and
  - (3) An information collection cannot begin if the information system that will be used to conduct or host the collected information does not have an appropriate ATO, even if an agency obtains OMB clearance for the collection.
- c. USDA Mission Areas, agencies, and staff offices will demonstrate in their OMB clearance package submissions that the ICR will result in information that complies with OMB and USDA [Information Quality Guidelines](#) when collecting information that requires OMB clearance under PRA. For additional information on PRA, see OMB's [Federal Collection of Information](#) web page. For additional information on Privacy, see OMB's [Privacy](#) web page.

## 7. REPORTING

- a. OMB requires each Federal agency to submit an annual information collection budget (ICB) estimating the hours of burden to be imposed on the public in the next fiscal year and verifying accomplishments in prior years. Each year, OMB determines the ICB format, reduction goals, and other required inputs.
- b. To achieve reduction goals, Mission Areas, agencies, and staff offices must carefully review their rules and regulations. They also must be prepared to offset increases in some collections by identifying decreases in others.

- c. Mission Areas, agencies, and staff offices should plan their ICR needs 6 months or more in advance and expect strict adherence to the estimates for new ICRs that were submitted in the ICB. They must be prepared to reduce other proposed or existing collections if unexpected new collections are needed during the fiscal year to keep the new burden at or below the approved levels.
- d. Mission Areas, agencies, and staff offices must provide a report for regulatory actions requiring a paperwork burden (e.g., notice of proposed rulemaking, interim final rule, or final rule.) Further information can be found in [DR 1512-001](#), *Regulatory Development and Review*.
  - (1) If a regulatory action involves paperwork burden, the Mission Area, agency, or staff office must:
    - (a) Clear it with the appropriate program personnel and Mission Area, agency, or staff office Agency Information Collection Officer (AICO);
    - (b) Prepare and input data into the Regulatory and Information Service Center (RISC) Office of Information and Regulatory Affairs (OIRA) Consolidated Information System (ROCIS); and
    - (c) Submit one electronic copy of the ICR to the Departmental Information Collection Officer (DICO) at least 15 business days prior to the publication of the regulatory action.
  - (2) The DICO must transmit the ICR to OMB through ROCIS or notify the sponsoring Mission Area, agency, or staff office if the package needs editing or does not contain all required information.
  - (3) If an ICR pertains to rulemaking, the Mission Area, agency, or staff office must publish a notice in the Federal Register to inform the public of OMB's decision on the ICR.

## 8. PROCEDURES

Procedures and processes for the preparation of information collections can be found in DM 3410-xxx, [*DM forthcoming - draft in progress*]

## 9. ROLES AND RESPONSIBILITIES

- a. The Secretary, USDA will:
  - (1) Comply with the requirements of the PRA and related policies as established by the OMB Director; and

- (2) Delegate the responsibility for information collection activities to a senior official within USDA.
- b. The USDA CIO will:
- (1) Serve as the delegated senior official for information collection activities and report directly to the Secretary;
  - (2) Serve as the focal point for all Departmentwide matters relating to ICRs, privacy, paperwork reduction, and elimination;
  - (3) Establish an office to manage USDA's compliance with and prompt, efficient, and effective implementation of the information policies and information resources management responsibilities, including the reduction of information collection burdens on the public; and
  - (4) Ensure employees of the office are selected with special attention to the professional qualifications required to administer the functions described under the PRA.
- c. The Associate Chief Information Officer (ACIO) for Information Resource Management Center (IRMC) will designate individuals to serve as the DICOs.
- d. DICOs will:
- (1) Serve as the central point of contact for communications with OMB concerning the ICR;
  - (2) Ensure that the ICR contains all required information;
  - (3) Serve as the liaisons to OMB on ICR management clearances and activities;
  - (4) Develop, establish, and publish Departmental ICR management policy, objectives, standards, and guidelines for the establishment and use of ICRs in accordance with governing statutes, regulations, policies, and procedures;
  - (5) Ensure that ICRs comply with the legal requirements of the PRA, *E-Government Act*, and the *Privacy Act*, as applicable, to reduce, minimize, and control burden; protect sensitive information; and maximize practical use and public benefit;
  - (6) Provide monthly reports to AICOs showing ICRs expiring within the next 12 months;

- (7) Review each ICR to ensure consistency with USDA and OMB policy, appropriateness of the statistical designs for proposed information collections, practical utility of the information being collected, as well as:
    - (a) Ensure that an ICR is necessary; and
    - (b) Encourage consolidation of collections and forms when practicable;
  - (8) Review and submit new ICRs in ROCIS to OMB, and extensions and revisions of currently approved ICRs before their expiration dates;
  - (9) Prepare and forward a notice with a 30-day comment period (calendar days) to the Federal Register of all new and expiring ICRs. Upon publication of the notice, submit the ICR to OMB in ROCIS for review and approval;
  - (10) Respond to inquiries from OMB, maintaining records of transmittals and clearances, and notifying Mission Areas, agencies, and staff offices of OMB action;
  - (11) Ensure that each ICR is inventoried, displays an OMB control number, and discloses all necessary information as described in [44 U.S.C. § 3506](#), *Federal agency responsibilities*.
  - (12) Provide training and technical assistance to Mission Area, agency, and staff office personnel in the development and clearance of ICR submissions; and
  - (13) Notify the Mission Area, agency, and staff office clearance contacts of the requirements and current procedures to prepare and submit its ICB information to the IRMC ACIO. The IRMC ACIO will consolidate responses and submit to OMB in a timely manner to meet assigned due dates.
- e. Mission Area Under Secretaries, and Agency and Staff Office Heads will:
- (1) Establish and implement an effective Mission Area, agency, or staff office ICR Management Program within their respective organizations to meet the requirements of this DR;
  - (2) Designate an AICO who will serve as a single point of contact within their agency on ICR matters. This individual interacts with program managers to ensure ICRs are submitted in the timeframes required to prevent ICR violations or require emergency or extension approvals from OMB. The Mission Area, agency, or staff office will report any changes in this designation immediately to the DICOs within OCIO, including the name, title, email address, and telephone number of the designee;
  - (3) Ensure that Mission Area, agency, and staff office program managers understand and comply with all laws including the PRA, *E-Government Act*, and the *Privacy*



*Act* as it relates to information collected from the public, including individuals and entities;

- (4) Ensure that new and existing ICRs meet the timeframes outlined in this DR; and
  - (5) Ensure that ICR needs within their agency are analyzed, including a periodic review of all regulations that result in paperwork burden, to ensure that an ICR is necessary.
- f. AICOs will:
- (1) Coordinate ICR management activities with the DICO;
  - (2) Ensure that each ICR meets the requirements of this regulation and 5 CFR 1320;
  - (3) Assist program managers or specialists by providing training, technical assistance, and guidance in preparing ICRs to keep public burden to a minimum;
  - (4) Monitor Mission Area, agency, or staff office ICR activities to ensure compliance with applicable statutes, regulations, policies, procedures, and standards on all ICRs:
    - (a) Review and clear PRA section in regulatory actions for any paperwork burden;
    - (b) Review and monitor Mission Area, agency, or staff office ICRs to ensure that the 60-day Federal Register notice is published 6 months prior to the expiration date of an existing ICR, or the use date of a new ICR; and
    - (c) Begin inputting the ICR data into ROCIS and notify OCIO 4 months prior to the ICR expiration date of an existing ICR, or the use date of a new ICR.
  - (5) Review the monthly reports generated by OCIO and OMB in ROCIS to coordinate the preparation of renewal ICRs;
  - (6) Complete a ROCIS training course to obtain login privileges to access ROCIS;
  - (7) Identify and resolve PRA violations;
  - (8) Ensure that an up-to-date inventory is maintained for all Mission Area, agency, or staff office ICRs, submissions, approvals, burden hours, total responses, and supporting materials;
  - (9) Ensure Mission Area, agency, or staff office program managers are in compliance with the PRA and verify their adherence to the *Privacy Act* and *E-Government Act*;

- (10) Coordinate with the USDA Departmental Forms Management Officer (DFMO) to ensure Agriculture Department (AD) and Standard Form (SF) compliance requirements are met, or with the Mission Area, agency, and staff office forms managers and webmasters for USDA component forms to ensure that all public use forms, surveys, or non-forms (collections of standardized information on the internet) contain instructions, the OMB approved control number, burden disclosure statement, and the expiration date, unless otherwise exempted. This information should be on the first page or as close to the front as possible, when posted on the internet or used with a web-based system;
  - (11) Consult with the Mission Area, agency, or staff office records management officer about ICRs to ensure records have an authorized disposition per the applicable records retention schedule as indicated by [DR 3080-001](#), *Records Management*; and
  - (12) As necessary, and at the request of the DICO, the Mission Area, agency, or staff office AICO should provide the National Agricultural Statistics Service's AICO with a copy of any ICR containing statistical methodology for review and comments before submitting to OCIO.
- g. Program Managers will:
- (1) Coordinate ICR activities with AICOs when developing a new or renewing an existing ICR;
  - (2) Ensure that the ICR is necessary for the proper performance of the Mission Area, agency, or staff office's function and has practical use;
  - (3) Prepare and initiate publication of the 60-day Federal Register notice 6 to 8 months prior to the expiration date of an existing ICR or the use date of a new ICR;
  - (4) Submit the ICR package to the AICO;
  - (5) Comply with the *Privacy Act*, *E-Government Act*, and PRA;
  - (6) Ensure all employees, and those who act on behalf of USDA (including contractors), do not disclose PII. For more information regarding the handling of PII, please refer to [DR 3515-002](#), *Privacy Policy and Compliance for Personally Identifiable Information (PII)*;
  - (7) Institute procedures to protect the information's confidentiality to the extent permitted by law when respondents submit proprietary or other confidential information;
  - (8) Coordinate ICRs with the USDA DFMO per [DM 3020-001](#), *Departmental Forms Manual* (see Section 7d), or with the Mission Area, agency, and staff office forms

managers and webmasters for USDA component forms, and USDA CIO for those ICRs that will be posted on the internet;

- (9) Prepare an ICR for any collection of information contained in a proposed rule; and
  - (10) Notify AICO of any upcoming proposed rules containing a collection of information.
- h. The USDA Departmental Forms Management Officer (DFMO) will:
- (1) Ensure the [AD-687](#), *Forms Action and Request Notice* accompanies the Departmental form submission and contains the appropriate approvals;
  - (2) Verify that Section 508 accessibility requirements are met; however, final Section 508 edits and corrections will remain the responsibility of the sponsoring Mission Area, agency, or staff office's Section 508 staff;
  - (3) Confirm form submissions meet grammar, spelling, and Plain Language requirements;
  - (4) Ensure the appropriate legal disclaimer language is in place, in consultation with the Office of the General Counsel (OGC);
  - (5) Ensure Privacy Act language is in place, in consultation with the Departmental Privacy Office and OGC, if a submitted form is collecting PII;
  - (6) Validate form numbers, OMB control numbers, revision information, publication dates, and expiration dates are accurate and meet any Departmental formatting requirements;
  - (7) Finalize and publish forms to the Departmental forms website once they are approved by OMB; and
  - (8) Contact the DICO to notify their AICOs about the form's availability.

## 10. INQUIRIES

Direct all questions concerning this DR to the OCIO IRMC IMD via email to [usda.pra@usda.gov](mailto:usda.pra@usda.gov).

-END-

## APPENDIX A

### ACRONYMS AND ABBREVIATIONS

ACIO	Associate Chief Information Officer
AD	Agriculture Department
AICO	Agency Information Collection Officer
ATO	Authority to Operate
CFR	Code of Federal Regulations
CIO	Chief Information Officer
DFMO	Departmental Forms Management Officer
DG	Departmental Guidebook
DICO	Departmental Information Collection Officer
DM	Departmental Manual
DR	Departmental Regulation
EIT	Electronic and Information Technology
EO	Executive Order
FISMA	Federal Information Security Modernization Act
FRN	Federal Register Notice
GAO	Government Accountability Office
ICB	Information Collection Request Budget
ICO	Information Clearance Officer
ICR	Information Collection Request
IMD	Information Management Division
IRMC	Information Resource Management Center
IRS	Internal Revenue Service
IT	Information Technology
OBPA	Office of Budget and Program Analysis
OCIO	Office of the Chief Information Officer
OGC	Office of the General Counsel
OIRA	Office of Information and Regulatory Affairs (OMB Component)
OMB	Office of Management and Budget
OPI	Office of Primary Interest
PIA	Privacy Impact Assessment
PII	Personally Identifiable Information
P.L.	Public Law
PRA	Paperwork Reduction Act
RISC	Regulatory and Information Service Center
ROCIS	Regulatory and Information Service Center, Office of Information and Regulatory Affairs Consolidated Information System
SF	Standard Form
SORN	System of Records Notice
U.S.C.	United States Code
USDA	United States Department of Agriculture

## APPENDIX B

### DEFINITIONS

- a. Burden. The total time, effort, or financial resources expended by persons to generate, maintain, or provide information to, or for a, Federal Agency, including:
  - (1) Reviewing instructions;
  - (2) Acquiring, installing, and using technology and systems;
  - (3) Adjusting the existing ways to comply with any previously applicable instructions and requirements;
  - (4) Searching data sources;
  - (5) Completing and reviewing the collection of information; and
  - (6) Transmitting or otherwise disclosing the information. (Source: [44 U.S.C. § 3502](#), *Definitions*)
- b. Electronic Government (E-Gov). The use by the Government of internet-based applications and other digital technologies, combined with processes that implement these technologies, to enhance the access to, and delivery of, Government information and services to the public, other agencies and other Government entities; and leverage investments in information technology to eliminate unnecessary duplication and improve effectiveness, efficiency, and service quality. This includes addressing the people and process changes associated with transformed business delivery. (Source: USDA, [Departmental Guidebook \(DG\) 0100-002](#), *USDA Departmental Directives Definitions Glossary*)
- c. Information Collection Budget (ICB). OMB's annual report to Congress, providing a detailed accounting of the ICR activities of the Federal Government in a given fiscal year.
- d. Information Collection Request (ICR). Obtaining, causing to be obtained, soliciting, or requiring the disclosure to third parties or the public of facts or opinions regardless of the form or format. Typical formats include, written report forms, application forms, schedules, questionnaires, reporting or recordkeeping requirements, or similar methods calling for the collection of information.

The following are methods used to collect information under an ICR:

- (1) Mail (forms);
- (2) Personal or telephone interviews or group interviews (such as focus group sessions);

- (3) Communication via a web-based application;
  - (4) Automated, electronic, mechanical, or other technological collection techniques (such as electronic transmissions from airplanes or boats, to ground or satellite receiving stations); or
  - (5) Any other approach through which the respondent or potential respondent can provide the response, recordkeeping, or disclosure requested. (Source: 44 U.S.C. § 3502).
- e. Practical Utility. The ability of an agency to use information, particularly the capability to process such information in a timely and useful fashion. (Source: 44 U.S.C. § 3502)
  - f. Privacy Impact Assessment (PIA). A tool for identifying and assessing privacy risks throughout the development life cycle of a program or system. A privacy impact assessment states what personally identifiable information (PII) is collected and explains how that information is maintained, how it will be protected and how it will be shared.
  - g. Personally Identifiable Information (PII). Any information about an individual maintained by an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. (Source: Government Accountability Office (GAO) Report, [GAO-08-536](#), *Privacy – Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, Footnote 1)
  - h. Recordkeeping Requirement. A requirement imposed by or for an agency on persons to maintain specified records, including a requirement to:
    - (1) Retain such records;
    - (2) Notify third parties, the Federal Government, or the public of the existence of such records;
    - (3) Disclose such records to third parties, the Federal Government, or the public; or
    - (4) Report to third parties, the Federal Government, or the public regarding such records; (Source: 44 U.S.C. § 3502)
  - i. ROCIS. The electronic database system used to input the ICR documentation and submission to OMB. (OMB, [Privacy Impact Assessment - Regulatory Information Service Center \(RISC\) RISC/OIRA Combined Information System \(ROCIS\)](#))
  - j. Section 508. Section 508 of the *Rehabilitation Act of 1973*, as amended ([29 U.S.C. § 794\(D\)](#)) requires that Federal agencies' electronic and information technology (EIT) be accessible to people with disabilities, including employees and members of the public.

## APPENDIX C

### AUTHORITIES AND REFERENCES

*Clinger-Cohen Act of 1996*, [Public Law \(P.L.\) 104-106](#), February 10, 1996

*Controlling Paperwork Burdens on the Public*, [5 Code of Federal Regulations \(CFR\) Part 1320](#)

*Data Quality Act*, [P.L. 106-554, § 515](#), December 21, 2000

*E-Government Act of 2002*, [P.L. 107-347](#), December 17, 2002

Executive Order ([EO](#)) [12866](#), *Regulatory Planning and Review*, September 30, 1993, as amended by EO 13422

[EO 13422](#), *Further Amendment to Executive Order 12866 on Regulatory Planning and Review*, January 18, 2007

*Federal Information Security Modernization Act of 2014*, [P.L. 113-283](#), December 2014

*Freedom to E-File Act*, [P.L. 106-222](#), June 20, 2000

GAO, Report [GAO-08-536](#), *Privacy – Alternatives Exist for Enhancing Protection of Personally Identifiable Information*, May 2008

OMB, Circular [A-130](#), *Memorandum for Heads of Executive Departments and Agencies: Management of Federal Information Resources*, revised, November 28, 2000

OMB, Memorandum [M-03-22](#), *OMB Guidance for Implementing the Privacy Provisions of the E-Government Act of 2002*, September 26, 2003

OMB, [Office of Management and Budget Information Quality Guidelines](#), October 1, 2002

OMB, [Privacy Impact Assessment - Regulatory Information Service Center \(RISC\) RISC/OIRA Combined Information System \(ROCIS\)](#), May 30, 2018

OMB, Statistical Policy, [Directive No. 15](#), *Standards for the Classification of Federal Data on Race and Ethnicity*, June 9, 1994

*Paperwork Reduction Act of 1995*, [P.L. 104-13](#), May 22, 1995

*Privacy Act of 1974*, codified at [5 U.S.C. § 552a, as amended](#)

*Public Printing and Documents, [44 U.S.C. § 3502](#), Definitions*

*Public Printing and Documents, [44 U.S.C. § 3506](#), Federal agency responsibilities*

*Section 508, Rehabilitation Act of 1973, codified at [29 U.S.C. § 794d](#), Electronic and information technology*

USDA, [AD-687](#), *Forms Action and Request Notice*, March 1991

USDA, [DG 0100-002](#), *USDA Departmental Directives Definitions Glossary*, September 26, 2018

USDA, [DM 3020-001](#), *Departmental Forms Manual*, September 16, 1991

USDA, [DR 1512-001](#), *Regulatory Development and Review*, September 14, 2021

USDA, [DR 3080-001](#), *Records Management*, September 16, 2016

USDA, [DR 3515-002](#), *Privacy Policy and Compliance for Personally Identifiable Information (PII)*, October 30, 2020

USDA, [DR 4030-001](#), *Section 508 Program*, September 8, 2014

USDA, OCIO, [Information Quality Guidelines](#) web page