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Public policy, as expressed in the Federal Reports Act of 1942, is that Federal agencies should obtain their needed information with a minimum burden upon business enterprises and individuals and at a minimum cost to the Government, eliminating unnecessary duplication of efforts. Under the act, as amended, the Director of the Office of Management and Budget (OMB) reviews any collection of identical items of information from 10 or more persons outside the Federal Government proposed by executive branch agencies and departments other than independent regulatory agencies. However, the act exempts some agencies. Findings/Conclusions: A study of the impact of Federal paperwork requirements on business showed that: business firms were designated as respondents for about 43% of reporting requirements; business firms take about 69 million hours annually, at an estimated cost of over \$1 billion, to respond to Government requests for information; 14 agencies account for about 86% of reporting requirements imposed on the firms; management reports account for the largest single type of report required; and reports requiring a single response comprised almost 50% of business-related reporting requirements. Since about 78% of Federal reporting requirements are exempt from either GAO or OMB clearance, the most burdensome requirements were not included in the analysis. Other difficulties in analyzing the paperwork burden resulted from misleading burden measures, the cumulative effects of several reporting requirements, and dependence on estimates whose accuracy was unknown. (HTW)

REPORT BY THE

Comptroller General

OF THE UNITED STATES

released 11-21-78

Federal Paperwork: Its Impact On American Businesses

The Joint Economic Committee, U.S. Congress, asked GAO to report on the nature and extent of Federal reporting and recordkeeping requirements affecting private industry. According to Federal agency estimates, businesses take about 69 million hours annually at an estimated cost of over \$1 billion to respond to the more than 2,100 U.S. reporting requirements. Fourteen Federal agencies account for about 86 percent of these reporting requirements and about 86 percent of the estimated annual cost burden on businesses.

The above figures are based on information Federal agencies provided to GAO and the Office of Management and Budget as part of the Federal Reports Act clearance process. These figures are incomplete because several agencies, including the Internal Revenue Service, are exempt from the Federal Reports Act. IRS estimates that its reporting and recordkeeping requirements result in about 613 million hours of burden annually on businesses and individuals.





COMPTROLLER GENERAL OF THE UNITED STATES

WASHINGTON, D.C. 20548

B-158552

The Honorable Lloyd M. Bentsen
Vice Chairman, Joint Economic Committee
Congress of the United States

Dear Mr. Vice Chairman:

You requested that we prepare a study for the Committee on the impact of Federal paperwork requirements on American business. Specifically, you asked us to provide

- the annual burden on businesses as estimated by the agencies initiating the requirement;
- the purposes for which the agencies were collecting the data;
- the frequency with which the data was requested;
- the number of responses required each year from businesses covered by the reporting requirements;
- the 50 most burdensome requirements on businesses in terms of (1) annual burden per response, (2) number of responses per requirement, and (3) total annual burden; and
- the five most burdensome requirements, in terms of total annual burden, for the 15 agencies imposing the greatest amount of burden on businesses.

Our work, based on information contained in GAO and Office of Management and Budget (OMB) clearance files, showed that:

- Business firms were designated as respondents for 2,125 (about 43 percent) of all reporting requirements.
- Business firms take about 69 million hours annually, at an estimated cost burden of over \$1 billion, to respond to Government requests for information.

- Fourteen agencies account for about 86 percent of the reporting and about 86 percent of the estimated annual cost burden imposed on business firms.
- Management reports accounted for 709 reports--the largest type of business-related reporting requirement.
- Reports requiring a single response comprised almost 50 percent of all business related reporting requirements.

In making our analyses, we made several observations regarding the completeness, accuracy, and usefulness of currently available GAO and OMB burden information.

- The requirements analyzed represent only the tip of the burden iceberg. About 78 percent of all Federal reporting requirements are exempt from either GAO or OMB clearance. Thus, the most pervasive, burdensome, and probably most irritating requirements were not addressed.
- Determining the reasonableness of burden estimates for approved requirements was difficult. The data permitted analyses of burden in terms of: (1) number of reports, (2) number of responses, and (3) reporting hours. Individually, these burden measures are misleading because requirements placing an equal amount of burden using a measure such as total hours of annual burden can differ significantly when analyzed along with the two other measures. For example, agency estimates for two business-related reporting requirements showed that each involved 500,000 hours of burden annually. The impact on respondents, however, differed significantly. One reporting requirement involved an estimated one-half hour for each of the estimated 1 million responses expected annually. The other required an estimated 125 hours for each of the expected 4,000 annual responses.
- Most individual requirements, when viewed separately, did not appear to be very burdensome. To the extent that an individual business is affected by one or a few of these requirements, the burden is probably a small problem. Most businesses are, however, faced with responding to several reporting requirements.

The cumulative burden placed on businesses cannot be determined from information presently available.

- The problems associated with cumulative burden can be compounded if similar data or information is requested by more than one reporting requirement. Although the clearance process has the reduction of such duplication as one of its objectives, with almost 5,000 requirements on file at any one time, it is doubtful that current efforts to detect and eliminate such duplication are effective.
- The accuracy of burden estimates provided by the various Federal agencies is unknown. Because these estimates are currently the only available measurement of the burden of reporting requirements, they should be as accurate as possible. If the estimates are poor, their usefulness is limited. Before these estimates can be relied on, questions regarding their accuracy need to be resolved.

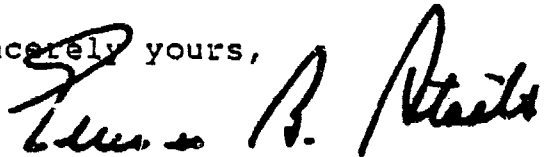
The details of these matters are included in the attached appendixes. Appendix I discusses the Government's policy on controlling paperwork, the limitations of clearance file information, the business paperwork burden, and various aspects of burden measurement. Appendixes II to XVIII provide details on the nature and extent of Federal reporting and recordkeeping requirements affecting businesses.

We analyzed the 4,976 reporting and recordkeeping requirements that we and OMB approved. OMB approved 4,605 of these requirements, and we approved 371. The reporting requirements were those in effect as of March 31, 1978, except for the Department of Energy's; we used the Department's reporting requirements approved as of June 30, 1978. According to the Department's clearance officer, the OMB figures for March, April, and May did not reflect the entire inventory of approved forms.

Information on these requirements was obtained from the GAO and OMB clearance units. The burden estimates and other information are as reported by the agencies initiating the requirements and were not verified. The information represents approved requirements, which were subjected to the clearance requirements set out in the Federal Reports Act.

Our analyses should be used with two important cautions: First, although the Internal Revenue Service (IRS) imposes an estimated 613 million hours of burden (about 78 percent of all respondent burden) annually on individuals and businesses, the IRS is exempt from the requirements of the Federal Reports Act. GAO and OMB files contain no data for reporting requirements imposed by the IRS. Secondly, because our analyses did not address the need for or use made of the data collected, no inferences should be drawn as to the necessity for the reporting requirements discussed.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Thomas B. Staedt". The signature is written in a cursive style with a large initial 'T' and 'S'.

Comptroller General
of the United States

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ABBREVIATIONS

GAO	General Accounting Office
IRS	Internal Revenue Service
OMB	Office of Management and Budget

SUMMARYFEDERAL POLICY FOR CONTROLLING PAPERWORK

The Congress, via the Federal Reports Act of 1942, established public policy stating that:

"Information needed by Federal agencies shall be obtained with a minimum burden upon business enterprises, especially small business enterprises, and other persons required to furnish the information, and at a minimum cost to the Government. Unnecessary duplication of efforts in obtaining information through the use of reports, questionnaires, and other methods shall be eliminated as rapidly as practicable. Information collected and tabulated by a Federal agency shall, as far as is expedient, be tabulated in a manner to maximize the usefulness of the information to other Federal agencies and the public (44 U.S.C. 3501)."

Under the Federal Reports Act, as amended, the Director of the Office of Management and Budget (OMB) reviews any collection of identical items of information from 10 or more persons outside the Federal Government proposed by executive branch agencies and departments other than independent regulatory agencies. The act, however, does not apply across the entire executive branch. The act exempts some agencies, such as the Internal Revenue Service (IRS) and the Comptroller of the Currency, performing certain basic Government reporting functions--the collection of taxes, management of the public debt, and other Government financial operations, and supervision of the Nation's financial credit system--which impose substantial burden on business (44 U.S.C. 3507).

Section 409 of the Trans-Alaska Pipeline Authorization Act (44 U.S.C. 3512), amended the Federal Reports Act and gave GAO responsibility, with reduced authority, for reviewing public-use forms proposed by independent Federal regulatory agencies.

CLEARANCE FILE INFORMATION
USEFUL BUT LIMITED

Although GAO and OMB clearance files contain much useful information, the files have limitation. Many Government reporting requirements, particularly those of the IRS, are not contained in the clearance files. 1/

Data contained in the computer file for each cleared reporting requirement includes:

- Title of the form, report, or recordkeeping requirement cleared.
- Agency requesting approval.
- A classification by type of form or document being cleared (management report, application, program evaluation, statistical survey, recordkeeping requirement, or other).
- A classification of the frequency with which reporting is required ("single-time," "on occasion," weekly, monthly, quarterly, semiannually, annually, or other).
- A classification of the type of respondent (individuals or households, business firms, farms, State and local government agencies, or others).
- An estimate of the total number of hours taken by respondents annually to provide required data.
- An estimate of the total number of annual responses.
- Approval date.
- Expiration date.

The file has four limitations which must be kept in mind when interpreting its information. These limitations include:

1/When the term "reporting requirement" is used, it is meant to include all types of reporting and recordkeeping requirements such as applications, statistical surveys, program evaluations, management reports, and recordkeeping requirements.

- Incompleteness: For example, the file contains no information on reporting requirements not subject to GAO and OMB review.
- Containing information about forms which is not precise.
- Containing no information on the actual number of forms cleared.
- Classifying respondent groups too broadly to permit accurate comparisons among various segments of the Nation.

The file contains no information on agencies exempt from GAO or OMB clearance requirements under the Federal Reports Act. These agencies are the Federal Deposit Insurance Corporation, the Federal Reserve Board, the Federal Home Loan Bank Board, the Farm Credit Administration, the Comptroller of the Currency, and IRS. Therefore, the reporting requirements for certain basic governmental functions such as collection of taxes, management of the public debt, and other Government financial operations, and the supervision of the Nation's financial credit system are not cleared by GAO or OMB. The amount of burden placed on businesses by these exempt requirements is substantial.

IRS, for example, imposes an estimated 613 million hours of burden (about 78 percent of all estimated respondent burden) annually on individuals and businesses through its tax form requirements. Five IRS reports OMB identified as having the largest reporting burden provide insight into the amount of burden IRS imposes on businesses. These five reports are listed in appendix II. Of these, the three listed below directly affect businesses.

- Wage and tax statement for each employee (Form W-2).
- Employers quarterly Federal tax return for employees (Form 941).
- Recipients of interest and dividends (Form 1099).

IRS estimates that businesses take about 250 million hours annually to complete the three forms. This is over 3-1/2 times the estimated 69 million burden hours placed on businesses by the reporting requirements we and OMB approved.

In addition, categorizations of forms and documents in the GAO and OMB data bases are not precise. For example, if data is to be collected from more than one respondent type--such as business firms and households--only the predominant respondent group is identified. Similarly, if a reporting requirement is to be used for several purposes--such as a management report and a program evaluation--only one use is noted. This distorts the data to some degree; the reliability of the burden estimates is also questionable. This occurs because agencies do not always take the needed steps to develop accurate and reliable burden estimates.

GAO and OMB record data in their files by clearance action. The 4,976 reporting requirements, therefore, represent a much larger number of forms and documents. For example, the Nuclear Regulatory Commission's reporting requirement for Licensing and Regulatory Policies, and Procedures for Environmental Protection involves a series of applications, management reports, and recordkeeping requirements.

Definitions used in the classification of reporting requirements are too broad to permit accurate comparisons among the burdens imposed on various sizes and types of businesses. Hence, it is impossible to separate the burden placed on small and large businesses. It is also impossible to determine the amount of burden placed upon any particular type of industry.

Although the data suffers from limitations, it does represent the best data available on Federal reporting and recordkeeping requirements. Improving the reliability, accuracy, and validity of the data is urgently needed if the Government is to effectively begin to control the growth of Federal paperwork.

Our findings should be used with one important caution: because our analysis did not include verifying the need for or use made of information collected, no inferences should be drawn as to the necessity for the reporting requirements discussed.

THE BUSINESS PAPERWORK BURDEN

Business firms were identified as respondents for 2,125 (about 43 percent) of the cleared reporting requirements. The business firm classification also includes most types of professionals in private practice but excludes farm-related businesses such as nurseries, timber tracts, and

livestock ranches. For the remaining 2,851 clearances, the predominant respondent types in order were: individual/household clearances, about 27 percent; State and local government agency clearances, about 14 percent; other clearances, about 13 percent; and farm clearances, about 4 percent.

The following analyses focus on business-related reporting requirements. They discuss the nature and extent of the Federal paperwork burden placed on American businesses.

Estimated burden and cost
of business-related
reporting requirements

The total annual business burden imposed by Federal reporting requirements was estimated at 69 million hours. We believe that responding to these requirements could cost businesses over \$1 billion yearly. We computed our cost estimate by multiplying the estimated hours by \$15. The Commission on Federal Paperwork developed the \$15 cost through discussions with individual companies, the Business Advisory Council on Federal Reports, trade associations, and agency officials. All agreed that the \$15-per-hour factor was a conservative figure.

Burden varies by type of reporting

Management reports, which include forms or documents used to collect data for purposes such as financial management, account for the greatest number of business reporting requirements. The following table shows the number of clearances by type of requirement. Appendix III compares business reporting requirements with all reporting requirements.

Types of Business Reporting Requirements

<u>Type of requirement</u>	<u>Number of clearances</u>	<u>Percent</u>
Applications	415	19.5
Program evaluations	343	16.2
Other management reports	709	33.4
Statistical surveys	326	15.3
Recordkeeping	168	7.9
Others	164	7.7
Total	<u>2,125</u>	<u>100.0</u>

Respondent burden varied by type of reporting requirement. For example, recordkeeping requirements, which represented about 8 percent of the business reporting requirements, accounted for almost 39 percent (about 27 million hours) of burden. On the other hand, program evaluations, which represented about 16 percent of the reporting requirements, accounted for only about 7 percent (about 5 million hours) of the estimated total hours of burden. The following table shows the estimated annual burden of various business-related reporting requirements.

Estimated Annual Burden Hours
by Type of Requirement

<u>Requirement type</u>	<u>Burden</u> (hours)	<u>Percent</u>
Applications	10,427,330	15.1
Program evaluations	5,086,743	7.4
Management reports	14,378,162	20.9
Statistical surveys	7,065,344	10.3
Recordkeeping	26,833,085	38.9
Others	<u>5,103,483</u>	<u>7.4</u>
Total	<u>68,894,147</u>	<u>100.0</u>

Many business forms or documents
used infrequently

Almost half of the reporting requirements were classified as single-time. This classification is used to designate a form or document which is nonrepetitive, noncontinuing, or used less frequently than annually. The next largest category was on occasion, which implies that the form or document is used as needed. According to OMB guidelines, this category is to be used for most application and registration forms. The next table presents a breakdown of the frequency of use classifications. For a more detailed breakdown and a comparison with all clearances, see appendix IV.

Frequency of Business
Reporting Requirements

<u>Frequency</u>	<u>Requirements</u>	<u>Percent</u>
Single-time	1,005	47.3
On occasion	494	23.3
Weekly, monthly	175	8.2
Quarterly semiannually, annually	<u>450</u>	<u>21.2</u>
Total	<u>a/2,124</u>	<u>100.0</u>

a/Does not total to 2,125 because one file did not contain information on reporting frequency.

Total burden estimates are not complete
measures of respondent burden

Total burden estimates do not adequately reveal the impact which a business-related reporting requirement has. Total burden estimates provide only one measure of respondent burden. In order to better evaluate respondent burden, we also used the total number of annual responses required from any one business and the time required for a business to complete a reporting requirement. For example, using this approach we found that, while both the Mortgagees' Application for Mortgagor Approval and Commitment and the Benchmark Survey of U.S. Direct Investment Abroad have total annual burden estimates of 500,000 hours, the burden placed on respondents varied greatly. (See app. XVIII.) The mortgage application involves an estimated one-half hour for each of the estimated 1 million responses expected annually. The Benchmark Survey, on the other hand, requires an estimated 125 hours for each of the expected 4,000 annual responses. This is equivalent to over 3 weeks of an employee's time.

These cases illustrate the need to consider more than just total hours of annual burden when evaluating the impact of a reporting requirement on the business community.

Almost half of the business reporting requirements involved 1,000 or less responses; less than 1 percent of the requirements had estimates exceeding 1 million responses. The following table summarizes the distribution of reporting requirements by the estimated number of annual responses. For a more detailed analysis, see appendix V.

Estimated Number of Annual Business Responses

<u>Number of responses</u>	<u>Requirements</u>	<u>Percent</u>
1 to 1,000	1,040	49.0
1,001 to 10,000	599	28.2
10,001 to 100,000	277	13.0
100,001 to 1,000,000	94	4.5
More than 1,000,000	20	.9
Unknown	95	4.5

About 64 percent of the business reporting requirements involved an estimated individual response time of 1 hour or less. Responses estimated to take in excess of 3 hours were expected for about 17 percent of the business reporting requirements. Included in this category were responses estimated to take each respondent as much as 5,800 hours. The next table shows the response burden for business reporting requirements. Additional details can be found in appendix VI.

Estimated Response Burden

<u>Burden</u>	<u>Requirements</u>	<u>Percent</u>
One hour or less	1,354	63.7
Between 1 and 2 hours	206	9.7
Between 2 and 3 hours	92	4.3
More than 3 hours	378	17.8
Unknown	95	4.5

Analysis of the total estimated burden figures showed that about 50 percent of the reporting requirements involved less than a total of 1,000 hours; an additional 29 percent totaled 10,000 hours or less. Seven reporting requirements totaled in excess of 1 million hours. The next table shows the breakdown of business clearances by estimated total annual respondent burden. A more detailed breakdown can be found in appendix VII.

Estimated Annual Burden Hours

<u>Burden hours</u>	<u>Requirements</u>	<u>Percent</u>
1 to 1,000	1,043	49.1
1,001 to 10,000	612	28.8
10,001 to 50,000	250	11.8
50,001 to 500,000	151	7.1
500,001 to 1,000,000	9	.4
More than 1,000,000	7	.3
Unknown	53	2.5

FOURTEEN AGENCIES IMPOSE
THE GREATEST BURDEN

Analysis of agency clearances showed that 14 agencies having business-related requirements accounted for 1,826 (about 86 percent) of the 2,125 business clearances. The remaining 35 agencies accounted for less than 2 percent each of the total number of business requirements. In addition, the reporting requirements for these 14 agencies accounted for about 86 percent of the estimated annual business paperwork burden hours. The 14 agencies in alphabetical order are the:

- Civil Aeronautics Board.
- Department of Agriculture.
- Department of Commerce.
- Department of Defense.
- Department of Energy.
- Department of Health, Education, and Welfare.
- Department of Housing and Urban Development.
- Department of the Interior.
- Department of Labor.
- Department of Transportation.
- Department of the Treasury.
- Federal Communications Commission.
- Interstate Commerce Commission.
- Veterans Administration.

A breakdown of the number of clearances and annual hours of burden for all agencies can be found in appendixes VIII and IX.

Business reporting requirements vary

For the 14 agencies identified above, the types of requirements varied. Most of the Federal Communications Commission's clearances (74 percent) were applications,

while those of the Departments of Commerce and the Interior were mostly management reports (66 percent and 85 percent, respectively). Statistical surveys represented a major portion of the requirements for the Veterans Administration, the Civil Aeronautics Board, and the Interstate Commerce Commission. A breakdown of the types of reporting requirements for the 14 agencies is contained in appendix X.

Frequency of forms and documents
use by agency

A majority of the clearances for all but 2 of the 14 agencies were for forms or documents that were to be used either on a single-time or occasional basis. Appendix XI presents a detailed breakdown of the frequency of reporting requirements for each of the 14 agencies.

Total hours of burden high

As stated above, the 14 agencies accounting for 86 percent of the business-related clearances also accounted for 86 percent of the total estimated annual respondent burden. The total annual respondent burden for these 14 agencies ranged from over 30 million hours for the Federal Communications Commission to about 260,000 hours for the Department of the Interior. Appendix IX shows the total estimated annual burden by agency. A detailed breakdown of the ranges of respondent burden for the 14 agencies is contained in appendix XII.

As mentioned previously, total hours of annual respondent burden is only one burden measure. Breakdowns by the number of annual responses and time required to prepare them are presented in appendixes XIII and XIV. The breakdowns show that:

- Most Federal Communications Commission and Interstate Commerce Commission, about 40 percent of Department of Energy, and about 33 percent of Civil Aeronautics Board and Department of Defense reporting requirements required over 3 hours to complete
- The majority of reporting requirements of the Departments of Agriculture; Commerce; Health, Education, and Welfare; the Interior; Labor; Transportation; the Treasury; and the Veterans Administration required less than 1 hour.
- Seven agencies had at least one reporting requirement which required over 1 million business responses annually.

Agencies with the most
burdensome reporting requirements

Appendix XV 1/ contains the most burdensome business-related reporting requirements. Included in this appendix are the 14 agencies accounting for about 86 percent of the business clearances. The most burdensome requirements for the Environmental Protection Agency are also included. As requested, we have listed the five most burdensome requirements for each of these agencies. For agencies whose five most burdensome requirements included applications, the five most burdensome nonapplication reporting requirements are also shown.

FACTORS INVOLVED IN CONSIDERING
BURDENSOME REQUIREMENTS

Burdensome requirements in
terms of annual responses

Appendix XVI contains a list of the 50 most burdensome business reporting requirements in terms of annual responses. Examination of this list indicates that individually, these requirements tend to take very little time to complete; most require under one-half hour. The Departments of Commerce, Labor, and the Treasury accounted for almost one-half of the requirements in this grouping.

Most burdensome reporting requirements
in terms of time per response

Appendix XVII contains a list of the 50 most burdensome business reporting requirements in terms of time required per response. The Federal Communications Commission leads the list, with four reports requiring from 2,000 to 5,772 hours to complete. Regulatory agencies such as the Federal Communications Commission, Interstate Commerce Commission, Federal Trade Commission, and Civil Aeronautics Board, account for a major portion of the most burdensome reporting requirements in this group.

1/Also included in appendix XV is the Environmental Protection Agency. Although it had 23 business-related requirements (about 1 percent), it imposed over 1 million hours of burden on businesses annually.

Fifty requirements which
impose the greatest burden

Appendix XVIII contains a list of the 50 most burdensome business reporting requirements in the inventory in terms of estimated annual hourly respondent burden. Examination of these 50 requirements suggests that burden is concentrated. These 50 requirements account for about 72 percent (49 million hours) of the total estimated respondent/burden hours placed on businesses. Eighteen of these requirements were generated by regulatory agencies, namely the Interstate Commerce Commission, Nuclear Regulatory Commission, Office of Surface Mining, Federal Communications Commission, Federal Trade Commission, and Equal Employment Opportunity Commission. The Federal Communications Commission had generated 8 of the 18 requirements. Nonregulatory agencies with high burden estimates included the Departments of Labor and Commerce.

OBSERVATIONS

This report describes the characteristics of Federal reporting requirements affecting American business which have been approved under the Federal Reports Act. While our objectives were to identify and provide a perspective on the burden placed on business by these requirements, we also made the following observations regarding the completeness, accuracy, and usefulness of currently available burden information.

- The requirements discussed represent only the tip of the burden iceberg. About 78 percent of all Federal reporting requirements are exempt from either GAO or OMB clearance. Thus, the most pervasive, burdensome, and probably most irritating requirements were not addressed.
- Determining the reasonableness of burden estimates for approved requirements is a difficult task. The data in the clearance inventory permitted analyses of the burden in terms of: (1) number of reports, (2) number of responses, and (3) reporting hours. These burden measures are imprecise. For example, requirements placing an equal amount of burden using a measure such as total hours of annual burden can differ significantly when analyzed along with the two other measures.

In evaluating the extent of reporting burden, it is necessary to go beyond the agency estimates provided. Consideration should be given to the number of respondents affected and the total amount of time spent in responding. For example, agency estimates for two reporting requirements may show that each involves 1,000 responses annually, taking approximately 1 hour each and resulting in 1,000 total burden hours. However, if one report required only one response per business firm while the other required 100 responses from 10 firms, then the impact on the individual firm would be significantly different.

- Most individual requirements, when viewed separately, did not appear to be very burdensome. To the extent an individual business is affected by one or a few of these requirements, the burden is probably a small problem. Most businesses are, however, faced with responding to several reporting requirements even if only to such clearance-exempt requirements as tax forms. Neither GAO nor OMB knows how many forms individual businesses may be preparing when new requirements are approved. It is possible that some large businesses are required to report for a substantial number of the 2,125 reporting requirements identified. The cumulative burden placed on businesses cannot be determined from information presently available.
- The problems associated with cumulative burden can be compounded if similar data or information is requested by more than one reporting requirement. Although the clearance process has the reduction of such duplication as one of its objectives, with almost 5,000 requirements on file at any one time, it is doubtful that current efforts to detect and eliminate such duplication are effective.
- The accuracy of burden estimates provided by the various Federal agencies is unknown. Because these estimates are currently the only available measurement of the burden of the reporting requirements, they should be as accurate as possible. If the estimates are poor, their usefulness is limited. Before these estimates can be relied on, questions regarding their accuracy need to be resolved.

FIVE INTERNAL REVENUE SERVICE REPORTS
WITH LARGEST REPORTING HOUR BURDEN (note a)

<u>Burden</u>	<u>Title</u>
148,950,000	Individual income tax return (Form 1040)
109,076,000	Wage and tax statement for each employee (Form W-2)
86,984,000	Employers quarterly Federal tax return for employees (Form 941)
53,683,000	Recipients of interest and dividends (Form 1099)
32,802,000	Individual income tax return, short form (Form 1040A)

a/As reported by OMB in its report to the President and the Congress entitled "Paperwork and Redtape: New Perspectives, New Directions."

BREAKDOWN BY TYPE OF REPORTING REQUIREMENTSCLEARED AS OF MARCH 31, 1978

<u>Type of requirement</u>	<u>All requirements (note a)</u>		<u>Business requirements</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
Applications	1,309	26.3	415	19.5
Program evaluations	917	18.4	343	16.2
Other management reports	1,256	25.2	709	33.4
Statistical surveys	836	16.8	326	15.3
Recordkeeping	288	5.8	168	7.9
Other	<u>370</u>	<u>7.4</u>	<u>164</u>	<u>7.7</u>
Total	<u>4,976</u>	<u>b/100.0</u>	<u>2,125</u>	<u>100.0</u>

a/Includes Department of Energy-approved reporting requirements as of June 30, 1978.

b/Does not total 100.0 due to rounding.

BREAKDOWN BY FREQUENCY FOR REPORTING REQUIREMENTSCLEARED AS OF MARCH 31, 1978

<u>Frequency</u>	<u>All requirements (note a)</u>		<u>Business requirements</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
Single-time	2,889	58.1	1,005	47.3
On occasion	1,051	21.1	494	23.3
Weekly	79	1.6	39	1.8
Monthly	210	4.2	136	6.4
Quarterly	409	8.2	263	12.4
Semiannually	46	0.9	85	4.0
Annually	238	4.8	102	4.8
Other	40	0.8	-	-
Unknown	<u>14</u>	<u>0.3</u>	<u>1</u>	<u>-</u>
Total	<u>4,976</u>	<u>100.0</u>	<u>2,125</u>	<u>100.0</u>

a/Includes Department of Energy-approved reporting requirements as of June 30, 1978.

BREAKDOWN BY NUMBER OF ANNUAL RESPONSESFOR REPORTING REQUIREMENTSCLEARED AS OF MARCH 31, 1978

Number annual responses	All requirements (note a)		Business requirements	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
1 to 500	1,585	31.9	841	39.6
501 to 1,000	494	9.9	199	9.4
1,001 to 5,000	1,106	22.2	441	20.8
5,001 to 10,000	380	7.6	158	7.4
10,001 to 25,000	395	7.9	130	6.0
25,001 to 50,000	258	5.2	84	4.0
50,001 to 100,000	174	3.5	63	3.0
100,001 to 500,000	285	5.7	82	3.9
500,001 to 1,000,000	49	1.0	12	.6
More than 1,000,000	63	1.3	20	.9
Unknown	<u>187</u>	<u>3.8</u>	<u>95</u>	<u>4.5</u>
Total	<u>4,976</u>	<u>100.0</u>	<u>2,125</u>	<u>b/100.0</u>

a/Includes Department of Energy-approved reporting requirements as of June 30, 1978.

b/Does not total 100.0 due to rounding.

BREAKDOWN BY TIME PER RESPONSE FOR
REPORTING REQUIREMENTS CLEARED AS OF MARCH 31, 1978

<u>Time per response in minutes</u>	<u>All requirements (note a)</u>		<u>Business requirements</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
Six minutes or less	482	9.7	164	7.7
Between 6 and 12 minutes	486	9.8	188	8.8
Between 12 and 30 minutes	1,760	35.4	669	31.5
Between 30 and 60 minutes	729	14.6	333	15.7
Between 60 and 90 minutes	135	2.7	49	2.3
Between 90 and 120 minutes	289	5.8	157	7.4
Between 120 and 150 minutes	51	1.0	26	1.2
Between 150 and 180 minutes	117	2.4	66	3.1
Over 180 minutes	734	14.8	378	17.8
Unknown	<u>193</u>	<u>3.9</u>	<u>95</u>	<u>4.5</u>
Total	<u>4,976</u>	<u>b/100.0</u>	<u>2,125</u>	<u>100.0</u>

a/Includes Department of Energy-approved reporting requirements as of June 30, 1978.

b/Does not total 100.0 due to rounding.

BREAKDOWN BY ESTIMATED TOTAL
ANNUAL HOURS OF RESPONDENT BURDEN FOR
REPORTING REQUIREMENTS CLEARED AS OF MARCH 31, 1978

<u>Total hours annual respondent burden</u>	<u>All requirements (note a)</u>		<u>Business requirements</u>	
	<u>Number</u>	<u>Percent</u>	<u>Number</u>	<u>Percent</u>
1 to 500	1,732	34.8	823	38.7
501 to 1,000	529	10.6	220	10.4
1,001 to 5,000	1,104	22.2	454	21.4
5,001 to 10,000	383	7.7	158	7.4
10,001 to 25,000	445	8.9	163	7.7
25,001 to 50,000	242	4.9	87	4.1
50,001 to 100,000	165	3.3	73	3.4
100,001 to 500,000	190	3.8	78	3.7
500,001 to 1,000,000	24	0.5	9	0.4
More than 1,000,000	23	0.5	7	0.3
Unknown	<u>139</u>	<u>2.8</u>	<u>53</u>	<u>2.5</u>
Total	<u>4,976</u>	<u>100.0</u>	<u>2,125</u>	<u>100.0</u>

a/Includes Department of Energy-approved reporting requirements as of June 30, 1978.

NUMBER OF FEDERAL REPORTING
REQUIREMENTS AND BUSINESS-RELATED REQUIREMENTS
CLEARED AS OF MARCH 31, 1978

<u>Agency</u>	<u>Total</u> <u>requirements</u>	<u>Business-</u> <u>related</u> <u>requirements</u>	Percent of all business requirements (note a)
Total	<u>4,976</u>	<u>2,125</u>	<u>100.0</u>
Department of Agriculture (note b)	673	303	14.3
Department of Commerce (note b)	521	349	16.4
Department of Defense (note b)	189	119	5.6
Department of Health, Education, and Welfare (note b)	749	98	4.6
Department of Housing and Urban Development (note b)	296	106	5.0
Department of the Interior (note b)	266	158	7.4
Department of Justice	162	24	1.1
Department of Labor (note b)	281	111	5.2
Department of State	30	4	.2
Department of Transportation (note b)	233	90	4.2
Department of the Treasury (note b)	118	94	4.4
Agency for International Development	18	8	.4
Department of Energy (note b)	<u>171</u>	129	6.1
Environmental Protection Agency	63	23	1.1
Office of Management and Budget	48	5	.2
Federal Home Loan Bank Board	10	9	.4
Federal Mediation and Conciliation Service	5	2	.1
Federal Reserve Board	11	8	.4
Foreign Claims Settlement Commission of the United States	2	-	-
National Foundation on the Arts and Humanities	23	-	-
General Services Administration	39	25	1.2
National Aeronautics and Space Administration	19	12	.6
National Mediation Board	3	-	-
National Science Foundation	50	2	.1
ACTION	24	1	.0
Railroad Retirement Board	110	20	.9
Renegotiation Board	4	2	.1
Selective Services Section	1	-	-
Small Business Administration	29	25	1.2
Smithsonian Institution	2	-	-
Tennessee Valley Authority	26	11	.5

<u>Agency</u>	<u>Total requirements</u>	<u>Business-related requirements</u>	<u>Percent of all business requirements (note a)</u>
U.S. Commission on Civil Rights	1	-	-
Civil Service Commission	98	4	0.2
United States Information Agency	8	5	0.2
U.S. International Trade Commission	29	29	1.4
Veterans Administration (note b)	272	44	2.1
Nuclear Regulatory Commission	40	28	1.3
Civil Aeronautics Board (note b)	48	48	2.3
Federal Communications Commission (note b)	112	88	4.1
Federal Trade Commission	16	10	0.5
Interstate Commerce Commission (note b)	91	89	4.2
Securities and Exchange Commission	4	2	0.1
Consumer Product Safety Commission	3	1	0.0
Commodity Futures Trading Commission	9	6	0.3
Federal Maritime Commission	22	17	0.8
Equal Employment Opportunity Commission	12	2	0.1
National Labor Relations Board	1	1	0.0
Federal Election Commission	1	-	-
Office of Surface Mining	12	5	0.2
Miscellaneous	21	8	0.4

a/Does not total 100.0 due to rounding.

b/Fourteen agencies accounting for 86 percent of all business clearances. Each of these agencies account for 2 percent or more of all business clearances.

c/As of June 30, 1978.

ESTIMATED REPORTING HOURS FOR BUSINESS-RELATED
REPORTING REQUIREMENTS UNDER THE FEDERAL REPORTS ACT

<u>Agency</u>	<u>Total hours</u>	<u>Applications only</u>	<u>All others</u>
Total	<u>68,894,147</u>	<u>10,427,330</u>	<u>58,466,817</u>
Department of Agriculture	1,992,035	233,874	1,758,161
Department of Commerce	7,021,124	69,567	6,951,557
Department of Defense	1,626,490	120,759	1,505,731
Department of Health, Education, and Welfare	1,557,242	61,117	1,496,125
Department of Housing and Urban Development	2,368,406	982,680	1,385,726
Department of the Interior	261,879	50,100	211,779
Department of Justice	372,068	33,044	339,024
Department of Labor	4,167,092	53,537	4,113,555
Department of State	19,450	3,280	16,170
Department of Transportation	1,678,370	77,341	1,601,029
Department of the Treasury	2,208,031	418,006	1,790,025
Agency for International Development	16,321	7,455	8,866
Department of Energy	2,924,759	40,018	2,884,741
Environmental Protection Agency	1,029,376	224,100	805,276
Office of Management and Budget	3,187	-	3,187
Federal Home Loan Bank Board	25,219	857	24,357
Federal Mediation and Conciliation Service	63,000	13,000	50,000
Federal Reserve Board	22,358	-	22,358
General Services Administration	176,731	33,330	143,401
National Aeronautics and Space Administration	250,696	1,500	249,196
National Science Foundation	26,685	-	26,685
ACTION	65	-	65
Railroad Retirement Board	36,896	19,732	17,164
Renegotiation Board	42,100	-	42,100
Small Business Administration	177,781	142,020	35,761
Tennessee Valley Authority	3,834	1,470	2,364
Civil Service Commission	39,015	-	39,015
U.S. Information Agency	1,070	1,070	-

<u>Agency</u>	<u>Total hours</u>	<u>Applications only</u>	<u>All others</u>
U.S. International Trade Commission	72,581	-	72,581
Veterans Administration	163,290	265,802	297,488
Nuclear Regulatory Commission	5,793,493	7,110	5,286,383
Civil Aeronautics Board	373,070	1,137	371,933
Federal Communications Commission	30,005,721	6,927,733	23,077,988
Federal Trade Commission	627,448	-	627,448
Interstate Commerce Commission	2,709,914	636,110	2,073,804
Securities and Exchange Commission	875	-	875
Consumer Product Safety Commission	8,000	-	8,000
Commodity Futures Trading Commission	56,436	376	56,060
Federal Maritime Commission	34,745	1,000	33,745
Equal Employment Opportunity Commission	808,000	-	808,000
National Labor Relations Board	188	-	188
Office of Surface Mining	215,471	-	215,471
Miscellaneous	13,635	200	13,435

TYPE OF REQUIREMENTS
CLEARED FOR 14 AGENCIES ACCOUNTING
FOR APPROXIMATELY 86 PERCENT OF BUSINESS-RELATED REPORTING REQUIREMENTS

Agency	Type of requirement													
	Applications		Program evaluations		Management reports		Statistical surveys		Recordkeeping requirements		Other		Total	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Department of Agriculture	73	24.1	45	14.9	101	33.3	24	7.9	46	15.2	14	4.6	303	100
Department of Commerce	29	8.3	29	8.3	229	65.6	21	6.0	12	3.4	29	8.3	349	100
Department of Defense	13	10.9	43	36.1	13	10.9	32	26.9	5	4.2	13	10.9	119	100
Department of Energy	11	8.5	25	19.4	64	49.6	13	10.1	10	7.8	6	4.7	129	100
Department of Health, Education, and Welfare	21	21.4	27	27.6	12	12.2	22	22.4	8	8.2	8	8.2	98	100
Department of Housing and Urban Development	33	31.1	25	23.6	11	10.4	24	22.6	6	5.7	7	6.6	106	100
Department of the Interior	4	2.5	6	3.8	134	84.8	6	3.8	6	3.8	2	1.3	158	100
Department of Labor	15	13.5	25	22.5	42	37.8	10	9.0	12	10.8	7	6.3	111	100
Department of Transportation	19	21.1	25	27.8	7	7.8	12	13.3	18	20.0	9	10.0	90	100
Department of the Treasury	29	30.9	25	26.6	16	17.0	14	14.9	9	9.6	1	1.1	94	100
Veterans Administration	13	29.5	7	15.9	1	2.3	22	50.0	-	-	1	2.3	44	100
Civil Aeronautics Board	3	6.3	-	-	1	2.1	28	58.3	8	16.7	8	16.7	48	100
Federal Communications Commission	65	73.9	2	2.3	9	10.2	3	3.4	2	2.3	7	8.0	88	100
Interstate Commerce Commission	17	19.1	1	1.1	7	7.9	55	61.8	8	9.0	1	1.1	89	100
Total	<u>345</u>	18.9	<u>295</u>	15.6	<u>647</u>	35.4	<u>286</u>	15.7	<u>150</u>	8.2	<u>113</u>	6.2	<u>1,826</u>	100

FREQUENCY OF REPORTING REQUIREMENTS
CLEARED FOR 14 AGENCIES ACCOUNTING
FOR APPROXIMATELY 96 PERCENT OF BUSINESS-RELATED REPORTING REQUIREMENTS

Agency	Frequency of requirement																Total	
	Single-time		On occasion		Weekly		Monthly		Quarterly		Semiannually		Annually		Other		Number	Percent
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent		
Department of Agriculture	167	55.1	47	15.5	12	4.0	10	3.3	33	10.9	11	3.6	23	7.6	-	-	303	100
Department of Commerce	130	37.2	90	25.8	-	-	37	10.6	75	21.5	4	1.1	13	3.7	-	-	349	100
Department of Defense	78	65.5	9	7.6	2	1.7	6	5.0	15	12.6	3	2.5	6	5.0	-	-	119	100
Department of Energy	30	23.3	44	34.1	3	2.3	8	6.2	37	28.7	1	0.8	6	4.7	-	-	129	100
Department of Health, Education, and Welfare	70	71.4	19	19.4	1	1.0	1	1.0	1	1.0	-	-	6	6.1	-	-	98	100
Department of Housing and Urban Development	84	79.2	5	4.7	-	-	2	1.9	15	14.2	-	-	-	-	-	-	106	100
Department of the Interior	20	12.7	78	49.4	4	2.5	15	9.5	39	24.7	-	-	2	1.3	-	-	158	100
Department of Labor	68	61.3	12	10.8	1	0.9	6	5.4	15	13.5	1	0.9	8	7.2	-	-	111	100
Department of Transportation	74	82.2	4	4.4	3	3.3	1	1.1	5	5.6	-	-	3	3.3	-	-	90	100
Department of the Treasury	76	80.9	1	1.1	1	1.1	4	4.3	10	10.6	2	2.1	-	-	-	-	94	100
Veterans Administration	40	90.9	3	6.8	-	-	-	-	1	2.3	-	-	-	-	-	-	44	100
Civil Aeronautics Board	3	6.3	14	29.2	-	-	5	10.4	6	12.5	3	6.3	4	8.3	13	27.1	48	100
Federal Communications Commission	1	1.1	71	80.7	-	-	1	1.1	1	1.1	-	-	11	12.5	3	3.4	88	100
Interstate Commerce Commission	1	1.1	24	27.0	-	-	3	3.4	21	23.6	-	-	39	43.8	1	1.1	89	100
Total	<u>842</u>	46.1	<u>421</u>	23.1	<u>27</u>	1.5	<u>99</u>	5.4	<u>274</u>	15.0	<u>25</u>	1.4	<u>121</u>	6.6	<u>17</u>	0.9	<u>1,826</u>	100

BREAKDOWN BY NUMBER OF BUSINESS-RELATED
REPORTING REQUIREMENTS CLEARED
FOR 14 AGENCIES IN TERMS
OF ANNUAL HOURS OF RESPONDENT BURDEN

Agency	Hours annual burden																									
	1-500		501-1,000		1,001-5,000		5,001-10,000		10,001-25,000		25,001-50,000		50,001-100,000		100,001-500,000		500,001-1,000,000		1,000,001-highest		No estimate		Total			
	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent
Department of Agriculture	162	53.5	31	10.2	51	16.8	17	5.6	10	3.3	8	2.6	4	1.3	5	1.7	-	-	-	-	15	5.0	303	100		
Department of Commerce	164	47.0	37	10.6	94	26.9	12	3.4	15	4.3	5	1.4	6	1.7	11	3.2	1	0.3	1	0.3	3	0.9	349	100		
Department of Defense	29	24.4	11	9.2	33	27.7	17	14.3	11	9.2	7	5.9	9	7.6	1	0.8	-	-	-	-	1	0.8	119	100		
Department of Energy	35	27.1	12	9.3	27	20.9	15	11.6	17	13.2	7	5.4	7	5.4	7	5.4	1	0.8	-	-	1	0.8	129	100		
Department of Health, Education, and Welfare	28	28.6	15	15.3	25	25.5	8	8.2	9	9.2	4	4.1	3	3.1	5	5.1	-	-	-	-	1	1.0	98	100		
Department of Housing and Urban Development	38	35.9	11	10.4	23	21.7	10	9.4	8	7.5	4	3.8	6	5.7	6	5.7	-	-	-	-	-	-	106	100		
Department of the Interior	107	67.7	16	10.1	27	13.9	7	4.4	5	3.2	1	0.6	-	-	-	-	-	-	-	-	-	-	158	100		
Department of Labor	34	30.6	8	7.2	20	18.0	12	10.8	10	9.0	4	3.6	8	7.2	5	4.5	1	0.9	1	0.9	8	7.2	111	100		
Department of Transportation	19	21.1	10	11.1	27	30.0	8	8.9	6	6.7	7	7.8	2	2.2	5	5.6	-	-	-	-	6	6.7	90	100		
Department of the Treasury	10	10.6	9	9.6	15	16.0	10	10.6	24	25.5	8	8.5	8	8.5	5	5.3	-	-	-	-	5	5.3	94	100		
Veterans Administration	22	50.0	4	9.1	6	13.6	3	6.8	6	13.6	-	-	-	-	3	6.8	-	-	-	-	-	-	44	100		
Civil Aeronautics Board	14	29.2	5	10.4	12	25.0	4	8.3	3	6.3	-	-	2	4.2	1	2.1	-	-	-	-	7	14.6	48	100		
Federal Communications Commission	25	28.4	5	5.7	22	25.0	6	6.8	6	6.8	6	6.8	5	5.7	6	6.8	3	3.4	4	4.5	-	-	88	100		
Interstate Commerce Commission	20	22.5	9	10.1	17	19.1	6	6.7	16	18.0	7	7.9	3	3.4	11	12.4	-	-	-	-	-	-	89	100		
Total	<u>707</u>	<u>38.7</u>	<u>103</u>	<u>10.0</u>	<u>394</u>	<u>21.6</u>	<u>135</u>	<u>7.4</u>	<u>146</u>	<u>8.0</u>	<u>68</u>	<u>3.7</u>	<u>63</u>	<u>3.5</u>	<u>71</u>	<u>3.9</u>	<u>6</u>	<u>0.3</u>	<u>6</u>	<u>0.3</u>	<u>47</u>	<u>2.6</u>	<u>1,826</u>	<u>100</u>		

NUMBER OF BUSINESS-RELATED REPORTING

REQUIREMENTS CLEARED FOR

14 AGENCIES IN TERMS OF

ANNUAL RESPONSES

Agency	Number of annual responses																						Total	
	1-500		501-1,000		1,001-5,000		5,001-10,000		10,001-25,000		25,001-50,000		50,001-100,000		100,001-500,000		500,001-1,000,000		1,000,001-highest		No estimate			
	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent
Department of Agriculture	120	39.6	24	7.9	72	23.8	17	5.6	24	7.9	9	3.0	11	3.6	9	3.0	-	-	2	0.7	15	5.0	303	100
Department of Commerce	147	42.1	34	9.7	82	23.5	29	8.3	15	4.3	15	4.3	8	2.3	9	2.6	2	0.6	5	1.4	3	0.9	349	100
Department of Defense	46	38.7	14	11.8	28	23.5	9	7.6	6	5.0	5	4.2	3	2.5	6	5.0	1	0.8	-	-	1	0.8	119	100
Department of Energy	52	40.3	21	16.3	37	28.7	8	6.2	5	3.9	2	1.6	1	0.8	2	1.6	-	-	-	-	1	0.8	129	100
Department of Health, Education, and Welfare	24	24.5	15	15.3	23	23.5	14	14.3	7	7.1	4	4.1	3	3.1	5	5.1	2	2.0	-	-	1	1.0	98	100
Department of Housing and Urban Development	34	32.1	12	11.3	17	16.0	12	11.3	12	11.3	4	3.8	9	8.5	3	2.8	2	1.9	1	0.9	-	-	106	100
Department of the Interior	113	71.5	10	6.3	19	12.0	6	3.8	6	3.8	4	2.5	-	-	-	-	-	-	-	-	-	-	158	100
Department of Labor	24	21.6	6	5.4	23	20.7	7	6.3	12	10.8	11	9.9	3	2.7	11	9.9	3	2.7	3	2.7	8	7.2	111	100
Department of Transportation	25	27.8	10	11.1	20	22.2	12	13.3	5	5.6	4	4.4	3	3.3	2	2.2	1	1.1	2	2.2	6	6.7	90	100
Department of the Treasury	2	2.1	3	3.2	16	17.0	10	10.6	10	10.6	6	6.4	14	14.9	22	23.4	1	1.1	5	5.3	5	5.3	94	100
Veterans Administration	12	27.3	6	13.6	9	20.5	2	4.5	3	6.8	6	13.6	2	4.5	3	6.8	-	-	1	2.3	-	-	44	100
Civil Aeronautics Board	22	45.8	4	8.3	6	12.5	3	6.3	1	2.1	-	-	-	-	-	-	-	-	-	-	12	25.0	48	100
Federal Communications Commission	43	48.9	9	10.2	17	19.3	9	10.2	3	3.4	-	-	1	1.1	2	2.3	-	-	-	-	-	4.5	88	100
Interstate Commerce Commission	50	56.2	8	9.0	8	9.0	5	5.6	5	5.6	1	1.1	-	-	-	-	-	-	-	-	12	13.5	89	100
Total	714	39.1	176	9.6	377	20.6	143	7.8	114	6.2	71	3.9	58	3.2	74	4.1	12	0.7	19	1.0	69	3.7	1,826	100

BREAKDOWN BY NUMBER OF BUSINESS-RELATED REPORTING

REQUIREMENTS CLEARED FOR

14 AGENCIES IN TERMS OF TIME PER RESPONSE

Agency	Time per response																					
	6 Min. or less		Between 6-12 min.		Between 12-30 min.		Between 30-60 min.		Between 60-90 min.		Between 90-120 min.		Between 120-150 min.		Between 150-180 min.		Over 3 hr.		No estimate		Total	
	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent	Num-ber	Per-cent
Department of Agriculture	42	13.9	47	15.5	110	36.3	45	14.9	6	2.0	16	5.3	2	0.7	5	1.7	15	5.0	15	5.0	303	100
Department of Commerce	25	7.2	21	6.0	151	43.3	80	22.9	11	3.2	23	6.6	1	0.3	8	2.3	26	7.4	3	0.9	349	100
Department of Defense	6	5.0	2	1.7	35	29.4	17	14.3	1	0.8	9	7.6	2	1.7	7	5.9	39	32.8	1	0.8	119	100
Department of Energy	1	0.8	2	1.6	11	8.5	16	12.4	4	3.1	25	19.4	7	5.4	11	8.5	51	39.5	1	0.8	129	100
Department of Health, Education, and Welfare	12	12.2	8	8.2	34	34.7	15	15.3	1	1.0	6	6.1	-	-	1	1.0	20	20.4	1	1.0	98	100
Department of Housing and Urban Development	3	2.8	10	9.4	49	46.2	18	17.0	6	5.7	5	4.7	-	-	5	4.7	10	9.4	-	-	106	100
Department of the Interior	2	1.3	4	2.5	54	34.2	52	32.9	4	2.5	26	16.5	1	0.6	7	4.4	8	5.1	-	-	158	100
Department of Labor	9	8.1	17	15.3	47	42.3	16	14.4	2	1.8	4	3.6	1	0.9	4	3.6	3	2.7	6	7.2	111	100
Department of Transportation	3	3.3	8	8.9	35	38.9	9	10.0	2	2.2	4	4.4	2	2.2	4	4.4	17	18.9	6	6.7	90	100
Department of the Treasury	31	33.0	37	39.4	8	8.5	2	2.1	-	-	1	1.1	-	-	1	1.1	9	9.6	5	5.3	94	100
Veterans Administration	6	13.6	14	31.8	20	45.5	2	4.5	-	-	1	2.3	-	-	-	-	1	2.3	-	-	44	100
Civil Aeronautics Board	-	-	-	-	8	16.7	7	14.6	-	-	5	10.4	-	-	-	-	16	33.3	12	25.0	48	100
Federal Communications Commission	5	5.7	1	1.1	12	13.6	11	12.5	1	1.1	5	5.7	1	1.1	2	2.3	46	52.3	4	4.5	88	100
Interstate Commerce Commission	1	1.1	-	-	4	4.5	2	2.2	1	1.1	12	13.5	6	6.7	5	5.6	46	51.7	12	13.5	89	100
Total	<u>146</u>	<u>8.0</u>	<u>171</u>	<u>9.4</u>	<u>578</u>	<u>31.7</u>	<u>292</u>	<u>16.0</u>	<u>39</u>	<u>2.1</u>	<u>142</u>	<u>7.8</u>	<u>23</u>	<u>1.3</u>	<u>60</u>	<u>3.3</u>	<u>307</u>	<u>16.8</u>	<u>68</u>	<u>3.7</u>	<u>1,826</u>	<u>100</u>

TOP FIVE REPORTING REQUIREMENTS IN TERMS OF TOTAL BURDEN HOURS BY MOST BURDENSOME AGENCIES (note a)

Agency	Reporting requirement title	Total burden hours	Number of responses	Requirement type
Department of Agriculture	Regulations Governing Meat Inspection	407,520	1,757,750	Recordkeeping requirement
	Grain Storage Survey	204,620	2,445,400	Other management report
	Processing Operations at Official Establishments	150,800	5,200	Other management report
	Notice to Deliver and Forwarding Notice (used to order shipment of Commodities from Vendor or processor to Warehouse Storage)	150,000	750,000	Program evaluation
	Purchase Order--Rural Environmental Conservation	125,000	500,000	Statistical survey
Department of Commerce	Census of Wholesale Trade Retail Trade and Service Industries	1,425,000	1,900,000	Other management report
	Shippers Export Declaration of Shipments from the United States	969,000	5,800,000	Other management report
	Benchmark Survey of U.S. Direct Investment Abroad	500,000	4,000	Other management report
	Census of Manufacturers	470,000	110,000	Other management report
	Local Public Works Payroll Reporting Form	448,800	899,600	Program evaluation
Department of Defense	Overhaul Contractor End Item Report and Overhaul Contractor Stock Balance Report	274,380	60,000	Program evaluation
	Survey Checklist for Commercial Carriers Engaged in Transporting Security Controlled Shipments	95,990	21,330	Program evaluation
	Personnel Security Clearance Change Request	92,000	184,000	Program evaluation
	Waterways Traffic Report	83,300	1,000,000	Program evaluation
	Standard Integrated Support Management System-Reporting Requirements	80,000	2,000	Program evaluation
Department of Health, Education, and Welfare	General Intermediate Care Facility Survey Report	384,000	2,400	Statistical survey
	Request for Review of Part B Medicare Claim	150,000	600,000	Program evaluation
	Provider Cost Reporting Forms for Hospitals and Hospital Skilled Nursing Facility Complexes Having More Than 99 Beds	139,830	7,500	Recordkeeping requirement
	Survey of Direct and Color Additives	120,000	2,000	Other
	Fire Safety Survey Report	103,800	17,300	Statistical survey
Department of Housing and Urban Development	Mortgagee's Application for Mortgagor Approval and Commitment	500,000	1,000,000	Application
	Monthly Report for Establishing Net Income	288,000	72,000	Program evaluation
	Single Family Default Monitoring System Status of Single Family Mortgages in Default	205,000	1,086,000	Other management report
	Application for Tenant Eligibility and Recertification Section 8, Existing Housing	150,000	300,000	Application
	Mortgagee's Application for Property Appraisal and Commitment for Mortgage Insurance under the NHA	150,000	600,000	Application
	Operating Subsidy Monthly Billing Report	144,000	48,000	Other
	Wood Infestation Report	100,000	100,000	Other
	Schedule of Materials Stored for Periodical Estimate for Partial Payment	96,000	24,000	Program evaluation
Department of the Interior	Well Completion or Recompletion Report and Log	30,000	30,000	Statistical survey
	Declaration for Importation of Fish or Wild Life	25,000	50,000	Application
	Monthly Report of Operations - O/S	25,000	50,000	Recordkeeping requirement
	Request for Reservoir Mer	20,000	20,000	Application
	Natural Gas Processing Plant Report	17,400	8,700	Other management report
	Consolidated Consumers Report (Selected Metals and Ferro alloy)	10,375	10,375	Other management report
	Sundry Notices and Report on Wells	10,000	20,000	Statistical survey
Department of Labor	Plan Description Report	1,500,000	600,000	Other
	Recordkeeping Requirements under OSHA	540,900	1,500,000	Recordkeeping requirement
	Monthly Reports on Employment, Payroll, and Hours, and Industry Class Supplements	352,630	2,115,780	Other management report
	Occupational Injuries and Illnesses Survey	320,000	320,000	Other management report
	1977 Monthly Employment Utilization Report	120,000	240,000	Statistical survey
Department of Transportation	Air Taxi Operators and Commercial Operators of Small Aircraft	302,750	3,967,000	Recordkeeping requirement
	Recording of Aircraft Titles and Security Documents	250,000	250,000	Other
	General Operating and Flight Rules (for General Aviation)	234,690	1,604,980	Other
	Locomotive Inspection and Repair Report	157,500	70,000	Statistical survey
	Maintenance, Preventive Maintenance, Rebuilding and Alteration	149,650	755,000	Recordkeeping requirement
Department of the Treasury	Consumption Entry--Consumption Entry Permit Family	389,010	2,594,660	Program evaluation
	Special Customs Invoice	137,500	1,500,000	Statistical survey
	Entry Record-Receipt-Missing Documents	128,150	2,563,000	Application
	Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit	120,500	1,205,000	Program evaluation
	Cargo Declaration	102,400	256,000	Recordkeeping requirement
	Monthly Consolidated Entry Procedure	92,200	716,040	Recordkeeping requirement

TOP FIVE REPORTING REQUIREMENTS IN TERMS OF TOTAL BURDEN HOURS BY MOST BURDENSOME AGENCIES (note a)

Agency	Reporting requirement title	Total burden hours	Number of responses	Requirement type
Veterans Administration	Monthly Certification of Training under Ch. 34, Title 38, U.S.C.	180,000	1,080,000	Statistical survey
	Application for Home Loan Guaranty	130,500	261,000	Application
	Application for Burial Allowance	109,000	326,000	Application
	Loan Service Report	25,000	50,000	Statistical survey
	Request for Postponement of Offsite or Exterior Onsite Improvements-Home Loan	18,000	36,000	Application
	Request to Lender for Status Loan Account--LCS	16,670	200,000	Statistical survey
	Notice of Default	15,000	90,000	Statistical survey
	Inquiry Concerning Applicant for Employment	12,500	50,000	Statistical survey
	Civil Aeronautics Board	Passenger Origin-Destination Survey Report	104,000	100
Financial and Operating Statistics for Certificated Air Carriers		78,980	50	Statistical survey
Second Order on Reconsideration Appendix A Request for Documents		73,820	Not shown	Other
Part 241, Section 19.3--Transmittal of Service-Segment Data		20,830	370	Statistical survey
Advance Booking Charters; Part 371 Amendment to Part 249		15,000	5,000	Other
Federal Communications Commission	Standard Broadcast and FM Station Program Logging Rules	18,233,940	4,160	Recordkeeping requirement
	Television Broadcast Program Logging Rules	4,409,810	760	Recordkeeping requirement
	Authority to Construct a New Broadcast Station or Make Changes in an Existing Broadcast Station	2,000,000	1,000	Application
	Authorization in the Auxiliary Radio Broadcast Services	1,626,230	Not shown	Application
	New Broadcast Station License	953,800	1,000	Application
	Form M Report	132,940	100	Statistical survey
	Ownership Report	124,220	Not shown	Other management report
Interstate Commerce Commission	Cable Television Systems Report	47,800	2,500	Statistical survey
	Freight Loss and Damage Claims Quarterly Report--Motor Carriers	328,320	9,120	Statistical survey
	Freight Commodity Statistics--Class I Motor Property Carriers	265,080	560	Statistical survey
	Statement of Property Changes--Railroads	240,000	15,000	Recordkeeping requirement
	Class I and II Motor Carriers of Property Annual Report	224,800	4,080	Statistical survey
	Motor Carrier Certificate or Permit Application	170,000	17,000	Application
	Ex Parte No. 305 - Schedules A Through F	147,680	280	Statistical survey
Department of Energy	Wholesale Purchaser-Reseller's Certification of Distribution to Purchasers	864,000	432,000	Recordkeeping requirement
	Annual Report for Electric Utilities Licensees and Others (Class A and B)	414,282	289	Other
	Petroleum Industry Monthly Report for Product Prices	212,400	3,600	Other management report
	Annual Report for Municipal Electric Utilities	173,143	82	Other
	Class I and II Systems and Requested Class IV and V Systems (Power System Statement)	155,750	623	Program evaluation
Environmental Protection Agency	Reporting Chemical Substances for Inventory, Section 8(A) and (B) Toxic Substance Control Act	600,000	150,000	Other management report
	NPDES Manufacturing and Commercial and Municipal Discharge Permit Application Standard Forms	90,000	10,000	Application
	Application for Approval of PCB Disposal Site and Record of PCB Storage and Disposal	80,000	2,000	Recordkeeping requirement
	Lead Additive Reporting Forms for Refiners and Manufacturing Sites	42,400	1,060	Program evaluation
	Air Pollutant Emissions Report	41,600	2,600	Recordkeeping requirement
	Cost of Price Summary Format for Subagreement under U.S. EPA Grants	20,000	10,000	Other

a/As explained on page 11 some agencies have more than five reporting requirements listed.

FIFTY REPORTING REQUIREMENTS GENERATING THE
LARGEST BURDEN ON BUSINESSES
IN TERMS OF RESPONSES REQUIRED (note a)

<u>Number of responses</u>	<u>Reporting requirement title</u>	<u>Agency</u>	<u>Burden per response (minutes)</u>	<u>Requirement type</u>
5,800,000	Shipper Export Declaration of Shipments from the United States	Department of Commerce	10	Other management
3,967,000	Air Taxi Operators and Commercial Operators of Small Aircraft	Department of Transportation	5	Recordkeeping requirement
3,760,000	Current Occupational External Radiation Exposure	Nuclear Regulatory Commission	1	Recordkeeping requirement
2,594,660	Consumption Entry—Consumption Entry Permit Family	Department of the Treasury	9	Program evaluation
2,563,000	Entry Record-Receipt-Missing Documents	Department of the Treasury	3	Application
2,500,000	Destination Control Provisions	Department of Commerce	5	Other
2,445,400	Grain Storage Survey	Department of Agriculture	5	Other management report
2,115,780	Monthly Reports on Employment, Payroll, and Hours and Industry Class Supplements	Department of Labor	10	Other management report
2,000,000	Alternate Shippers Export Declaration (Intermodal)	Department of Commerce	7	Other management report
1,900,000	Employer Record-Contacts, Employer Record-Abridged (for State Employment Agencies)	Department of Labor	3	Program evaluation
1,900,000	Census of Wholesale Trade, Retail Trade and Service Industries	Department of Commerce	45	Other management report
1,757,750	Regulations Governing Meat Inspection	Department of Agriculture	14	Recordkeeping requirement
1,604,980	General Operating and Flight Rules (For General Aviation)	Department of Transportation	9	Other
1,500,000	Transportation Entry Manifest of Goods	Department of the Treasury	1	Other
1,500,000	Special Customs Invoice	Department of the Treasury	6	Statistical survey
1,500,000	Recordkeeping Requirements Under the Occupational Safety and Health Act	Department of Labor	22	Recordkeeping requirement
1,296,000	Weather Observations	Department of Commerce	15	Other management report
1,205,000	Transportation Entry and Manifest of Goods Subject to Customs Inspection Permit	Department of the Treasury	6	Program evaluation
1,086,000	Single Family Default Monitoring System Status of Single Family Mortgages in Default	Department of Housing and Urban Development	11	Other management report
1,080,000	Monthly Certification of Training Under Chapter 34, Title 38, U.S.C.	Veterans Administration	10	Statistical survey
1,000,000	Mortgagee's Application for Mortgage Approval and Commitment	Department of Housing and Urban Development	30	Application
1,000,000	Waterways Traffic Report	Department of Defense	5	Program evaluation
899,600	Local Public Works Payroll Reporting Form	Department of Commerce	30	Program evaluation
755,000	Maintenance Preventive Maintenance Rebuilding and Alteration	Department of Transportation	12	Recordkeeping requirement
716,040	Monthly Consolidated Entry Procedure	Department of the Treasury	8	Recordkeeping requirement
625,000	Health and Safety Training (Plan and Individual Record)	Department of Labor	10	Recordkeeping requirement
600,000	Plan Description Report	Department of Labor	150	Other
600,000	Clearance of U.S. Exports	Department of Commerce	5	Other

APPENDIX XVI

APPENDIX XVI

<u>Number of responses</u>	<u>Reporting requirement title</u>	<u>Agency</u>	<u>Burden per response (minutes)</u>	<u>Requirement type</u>
600,000	Import Entry Report	Department of Health, Education, and Welfare	3	Statistical survey
600,000	Mortgagee's Application for Property Appraisal & Commitment for Mortgage Insurance Under the NHA	Department of Housing and Urban Development	15	Application
600,000	Request for Review of Part B Medicare Claim	Department of Health, Education, and Welfare	15	Program evaluation
554,000	Monthly Report on Labor Turnover and Annual Industrial Classification Supplements	Department of Labor	8	Other management report
500,000	Purchase Order-Rural Environmental Conservation	Department of Agriculture	15	Statistical survey
477,000	Request for Medicare Payment of Ambulance Service	Department of Health, Education, and Welfare	10	Program evaluation
440,000	Aircraft-Vessel Report	Department of Justice	7	Statistical survey
432,000	Wholesale Purchaser-Reseller's Certification of Distribution to Purchasers	Department of Energy	120	Recordkeeping requirement
406,000	Informal Entry	Department of the Treasury	6	Program evaluation
400,000	Official Order Form Schedule I and II Substances: Order Form Requisition	Department of Justice	15	Recordkeeping requirement
400,000	Request for Claim Number Verification	Department of Health, Education, and Welfare	5	Statistical survey
393,600	Commodities Futures Transactions Deliveries and Open Contracts	Commodity Futures Trading Commission	4	Recordkeeping requirement
380,000	Regulations Governing the Inspection of Poultry and Poultry Products	Department of Agriculture	5	Recordkeeping requirement
360,000	Entry and Manifest of Merchandise Free of Duty Carriers Certificate and Release	Department of the Treasury	10	Program evaluation
352,000	Request for Information	Department of the Treasury	15	Program evaluation
331,000	Contractor's Report of Orders Received	General Services Administration	16	Other management report
330,000	Warehouse Designation of Flue-cured Tobacco Sales	Department of Agriculture	3	Recordkeeping requirement
326,000	Application for Burial Allowance	Veterans Administration	20	Application
324,000	Meal Service Application for Authorization to Participate in the Food Stamp Program	Department of Agriculture	5	Application
320,000	Occupational Injuries and Illnesses Survey	Department of Labor	60	Other management report
300,000	Economic Census General Schedule	Department of Commerce	45	Other management report
300,000	Title I Loan Reporting Manifest	Department of Housing and Urban Development	6	Statistical survey
300,000	Application for Tenant Eligibility and Recertification Section 8, Existing Housing	Department of Housing and Urban Development	30	Application
300,000	Inward Cargo Manifest for Vessel Under Five tons, Ferry Train, Car, Vehicles, Etc.	Department of the Treasury	12	Application
300,000	Application for U.S. Government Bill(s) of Lading/Domestic Route Order/Export Traffic Release	Department of Defense	15	Application

a/ Because more than 1 reporting requirement had the same number of responses required, 53 reporting requirements are listed.

FIFTY REPORTING REQUIREMENTS GENERATING THE LARGEST BURDEN
ON BUSINESSES IN TERMS OF TOTAL HOURS PER RESPONSE (note a)

<u>Hours per response</u>	<u>Reporting requirement title</u>	<u>Agency</u>	<u>Number of responses</u>	<u>Requirement type</u>
5,772	Broadcast Program Logging Rules	Federal Communications Commission	760	Recordkeeping requirement
4,380	Standard broadcast and FM Station Program Logging Rules	Federal Communications Commission	4,160	Recordkeeping requirement
3,200	Cable Television Relay Service Station Authorization	Federal Communications Commission	1	Application
2,000	Authority to Construct a New Broadcast Station or Make Changes to an Existing Broadcast Station	Federal Communications Commission	1,000	Application
1,717	Financial & Operating Statistics for Certificated Air Carriers	Civil Aeronautics Board	50	Statistical survey
1,399	Form M Report	Federal Communications Commission	100	Statistical survey
1,277	Class I Railroads - Annual Report	Interstate Commerce Commission	90	Statistical survey
1,219	Total Gas Supply of Natural Gas-- Pipeline Companies: Annual Report	Department of Energy	93	Program evaluation
1,084	Authority to Contract or Make Changes in a Non-Commercial, Education, TV, FM, or Standard Broadcast Station	Federal Communications Commission	480	Application
1,076	Annual Report Form M	Federal Communications Commission	70	Application
1,000	Passenger Origin - Destination Survey Report	Civil Aeronautics Board	100	Statistical survey
960	Line of Business	Federal Trade Commission	480	Statistical survey
950	New Broadcast Station License	Federal Communications Commission	1,000	Application
600	Guidelines for Contractor Presentation of Independent Research and Development Information	Department of Defense	80	Program evaluation
540	Support Requirements Progress and Status Reporting (AR-31)	Department of Defense	30	Other
520	Ex Parte No. 305 - Schedule A Thru I	Interstate Commerce Commission	280	Statistical survey
500	Authority to Construct or Make Changes in an Instructional Television Fixed and/or Response Station and Low Power Relay Station	Federal Communications Commission	30	Application
470	Freight Commodity Statistics - Class I Motor Property Carriers	Interstate Commerce Commission	560	Statistical survey
379	Certification and Operation, Air Carriers and Commercial Operators of Large Aircraft	Department of Transportation	70	Recordkeeping requirement
370	Government Industry Reference Data Edit Review (GIDER)	Department of Defense	30	Statistical survey
350	Regulations Governing Application Under Section 505 of the Railroad Revitalization and Regulatory Act	Department of Transportation	20	Application
336	Life Insurance Questionnaire	Federal Trade Commission	100	Other
320	Consent to Transfer of Control of Corporation Holding Radio Broadcast Station Construction Permit or License	Federal Communications Commission	290	Application
320	Regulations Governing Applications Under Section 511 of the Railroad Revitalization and Regulatory Reform Act of 1976	Department of Transportation	110	Application
290	Consent to Assignment of Broadcast Station Construction Permit or License	Federal Communications Commission	370	Application
288	Regulation Governing Proposed Transactions Submitted to the Secretary of Transportation Under Section 5(3)(f) of the Interstate Commerce Act	Department of Transportation	10	Application
272	Revenue Traffic Operating Statistics - Class I Railroads	Interstate Commerce Commission	70	Other management report

APPENDIX XVII

APPENDIX XVII

<u>Hours per response</u>	<u>Reporting requirement title</u>	<u>Agency</u>	<u>Number of responses</u>	<u>Requirement type</u>
250	Weight and Balance Control Systems for Aircraft	Department of Defense	40	Program evaluation
250	Class I and II Systems and Requested Class IV and V Systems (Power System Statement)	Department of Energy	623	Program evaluation
233	Railroad Lesson	Interstate Commerce Commission	140	Statistical survey
218	Automotive Fuel Economy Reports	Department of Transportation	60	Statistical survey
217	Quarterly Report of Freight Commodity Statistics - Railroads	Interstate Commerce Commission	300	Statistical survey
203	Personnel Exposure and Monitoring Reports, 10 CFR 20.407	Nuclear Regulatory Commission	450	Statistical survey
200	Weight & Balance Control System for Missiles	Department of Defense	20	Other
181	Annual Reports of System Flow Diagrams	Department of Energy	47	Other
175	Class II Railroads - Annual Report	Interstate Commerce Commission	410	Statistical survey
165	Non-Commercial Educational TV, FM, or Standard Broadcast Station License	Federal Communications Commission	1,040	Application
160	General Intermediate Care Facility Survey Report	Department of Health, Education, and Welfare	2,400	Statistical survey
160	Application for Financial Assistance	Department of Commerce	120	Application
158	An International, Experimental Facsimile, or Developmental Broadcast Station License	Federal Communications Commission	10	Application
154	Quarterly Report of Train and Land Service	Interstate Commerce Commission	170	Statistical survey
128	Prompt Management System Report (AR598)	Department of Defense	120	Other
125	Benchmark Survey of U.S. Direct Investment Abroad	Department of Transportation	4,000	Other
116	Value Engineering Program Requirements	Department of Defense	10	Other management report
114	Revenue Piggyback and Container Traffic Class I Railroads	Interstate Commerce Commission	240	Statistical survey
100	Policies and Procedures for Alteration of FBM Weapons System Equipment (SPALTS)	Department of Defense	50	Other
100	Uniform System of Accounts for Maritime Carriers	Department of Commerce	20	Program evaluation
94	Employees, Service and Compensation	Interstate Commerce Commission	1,180	Statistical survey
84	Authority to Construct or Make Changes in, International, Experimental, Television, Experimental Facsimile, or a Developmental Broadcast Station	Federal Communications Commission	20	Application
82	Electronic Product and Radiation Report - Control of Electronic Product Radiation	Department of Health, Education, and Welfare	930	Other
80	Material Requirement List (For Repair of End Item Equipment)	Department of Defense	350	Program evaluation
80	Application for Ship Mortgage and/or Loan Insurance Under Title XI, Merchant Marine Act, As Amended	Department of Commerce	60	Application
80	Questionnaire for Producers of Seamless Gloves of Rubber, or Plastics, Except Surgical and Medical	Small Business Administration	50	Other
80	Application for Authority to Consolidate, Merge, Purchase or Lease Operating Rights of a Motor Carrier	Interstate Commerce Commission	400	Application
80	Application for Construction-- Differential Subsidy	Department of Commerce	20	Application

a/ Because more than 1 reporting requirement had the same number of hours per response, 53 reporting requirements are listed.

FIFTY REPORTING REQUIREMENTS GENERATING THE LARGEST BURDEN
ON BUSINESSES IN TERMS OF NUMBER
OF TOTAL BURDEN HOURS

<u>Total burden hours</u>	<u>Reporting requirement title</u>	<u>Agency</u>	<u>Number of responses</u>	<u>Requirement type</u>
10,233,940	Standard Broadcast and FM Station Logging Rules	Federal Communications Commission	4,160	Recordkeeping requirement
4,409,810	Television Broadcast Programming Sales	Federal Communications Commission	760	Recordkeeping requirement
3,624,530	Monthly Operating Report 1. Average Daily Unit Power Level 2. Operating Date Report 3. Unit Shut-downs & Power Reductions 4. Spent Fuel Storage	Nuclear Regulatory Commission	Not shown	Other management report
2,000,000	Authority to Construct a New Broadcast Station or Make Changes in an Existing Broadcast Station	Federal Communications Commission	1,000	Application
1,626,230	Authorization in the Auxiliary Radio Broadcast Services	Federal Communications Commission	Not shown	Application
1,500,000	Plan Description Report	Department of Labor	600,000	Other
1,425,000	Census of Wholesale Trade, Retail Trade and Service Industries	Department of Commerce	1,900,000	Other management report
969,000	Shippers Export Declaration of Shipments from the United States	Department of Commerce	5,800,000	Other management report
953,800	New Broadcast Station License	Federal Communications Commission	1,000	Application
864,000	Wholesale Purchaser-Reseller's Certification of Distribution to Purchasers	Department of Energy	432,000	Recordkeeping requirement
832,000	CFR Parts 50 and 51- Licensing and Regulatory Policy and Procedures for Environmental Protection	Nuclear Regulatory Commission	Not shown	Multirequirement
800,000	Employer Information Report EEO-1	Equal Employment Opportunity Commission	160,000	Statistical survey
670,800	Radio Station Authorization in the Safety and Special Radio Services BUREAU	Federal Communications Commission	156,000	Application
600,000	Reporting Chemical Substances for Inventory Section 8(A) and (B) Toxic Substance Control Act	Environmental Protection Agency	156,000	Other management report
540,900	Recordkeeping Requirements Under the Occupational Safety and Health Act	Department of Labor	1,500,000	Recordkeeping requirement
519,240	Authority to Construct or Make Changes in a Non-Commercial, Educational, TV, FM, or Standard Broadcast Station	Federal Communications Commission	480	Application
500,000	Mortgagee's Application for Mortgage Approval and Commitment	Department of Housing and Urban Development	1,000,000	Application
500,000	Benchmark Survey of U.S. Direct Investment Abroad	Department of Commerce	4,000	Other management report
470,000	Census of Manufacturers	Department of Commerce	110,000	Other management report
456,000	Line of Business	Federal Trade Commission	480	Statistical survey
440,800	Local Public Works Payroll Reporting Form	Department of Commerce	899,600	Program evaluation
407,520	Regulation Governing Meat Inspection	Department of Agriculture	1,757,750	Recordkeeping requirement
389,010	Consumption Entry-- Consumption Entry Permit Family	Department of the Treasury	2,594,660	Program evaluation

APPENDIX XVIII

APPENDIX XVIII

Total Burden Hours	Reporting requirement title	Agency	Number of responses	Requirement type
384,000	General Intermediate Care Facility Survey Report	Department of Health, Education and Welfare	2,400	Statistical survey
375,000	Census of Construction Industry	Department of Commerce	150,000	Other management report
352,630	Monthly Reports of Employment, Payroll, and Hours and Industry Class Supplements	Department of Labor	2,115,780	Other management report
328,320	Freight Loss and Damage Claims Quarterly Report - Motor Carrier	Interstate Commerce Commission	9,120	Statistical survey
324,300	Ships Weather Observations	Department of Commerce	1,296,000	Other management report
320,000	Occupational Injuries and Illnesses Survey	Department of Labor	320,000	Other management report
302,750	Air Taxi Operators and Commercial Operators of Small Aircraft	Department of Transportation	3,967,000	Recordkeeping requirement
288,000	Quarterly Estimate Under Approved Child Welfare Services Plan and Request for Grant Award	Department of Housing and Urban Development	72,000	Program evaluation
280,000	Annual Survey of Manufacturers	Department of Commerce	70,000	Other management report
274,380	Overhaul Contractor End Item Report and Overhaul Contractor Stock Balance Report	Department of Defense	60,000	Program evaluation
265,080	Freight Commodity Statistics - Class I Motor Property Carriers	Interstate Commerce Commission	560	Statistical survey
250,000	Recording of Aircraft Titles and Security Documents	Department of Transportation	250,000	Other
240,300	Statement of Property Changes-Railroads	Interstate Commerce Commission	15,300	Recordkeeping requirement
234,690	General Operating and Flight Rules (for General Aviation)	Department of Transportation	1,604,980	Other
234,000	Alternate Shippers Export Declaration (Intermodal)	Department of Commerce	2,000,000	Other management report
221,700	Contractor Financial Management Report	National Aeronautics and Space Administration	23,170	Statistical survey
230,000	Census of Transportation-Commodity Transportation Survey	Department of Commerce	23,000	Other management report
225,000	Economic Censuses General Schedule	Department of Commerce	300,000	Other management report
224,000	Class I and II Motor Carriers of Property Annual Report	Interstate Commerce Commission	4,080	Statistical survey
212,400	Petroleum Industry Monthly Report for Product Prices	Department of Energy	3,600	Other management report
211,440	Special Nuclear Material 10 CFR 70	Nuclear Regulatory Commission	Not shown	Multirequirement
210,000	Destination Control Provision	Department of Commerce	2,500,000	Other
205,330	CFR Part 715 - General Performance Standards	Office of Surface Mining	Not shown	Multirequirement
205,000	Single Family Default Monitoring System Status of Single Family Mortgages in Default	Department of Housing and Urban Development	1,086,300	Other management report
204,620	Grain Storage Survey	Department of Agriculture	2,445,400	Other management report
180,000	Monthly Certification of Training Under Chapter 34.38, U.S.C.	Veterans Administration	1,080,000	Statistical survey
172,250	Commercial, Educational, TV, FM, or Standard Broadcast Station License	Federal Communications Commission	1,040	Application

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 EXECUTIVE SECRETARY

Congress of the United States

JOINT ECONOMIC COMMITTEE

(CREATED PURSUANT TO TITLE 501 OF PUBLIC LAW 94, 79TH CONGRESS)

WASHINGTON, D.C. 20510

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June 12, 1978

The Honorable Elmer B. Staats
 Comptroller General of the United States
 General Accounting Office
 441 "G" Street
 Washington, D.C. 20548

Dear Mr. Staats:

As Vice-Chairman of the Joint Economic Committee, I hereby request that the General Accounting Office prepare a study for the Committee concerning the impact of Federal paperwork requirements on American businesses, based on the information provided by the agencies to the Office of Management and Budget and the General Accounting Office as part of the form review and clearance process.

Would you include the following information in the study: an estimate of the annual burden of Federal paperwork on businesses; a breakdown of Federal paperwork on businesses; a breakdown of the purposes for which various forms are required; a breakdown of the frequency forms must be submitted; a breakdown of the forms by number of respondents, the burden per respondent, and the total annual burden, as well as any other analysis you think would be useful for evaluating the burden of paperwork on American businesses. Would you provide the above information for the Federal Government as a whole as well as for each agency and indicating in the process which agencies impose the greatest burdens.

The Committee would also appreciate having a list of the fifty most burdensome forms that businesses must submit to the Federal Government, in terms of the annual burden per respondent, the number of respondents per form, and the total annual burden of the form. A list of the five most burdensome forms of each agency would also be useful.

The Honorable Elmer B. Staats
June 12, 1978
Page 2

Please feel free to consult with Bill Buechner of the Joint Economic Committee staff if you have any questions.

I would appreciate having your analysis as soon as possible.

Sincerely,



Lloyd Bentsen
Vice Chairman
Joint Economic Committee