NRC FORM 408
(7-1998)

U.S. NUCLEAR REGULATORY COMMISSION

ASSESSMENT OF PROPOSED INFORMATION COLLECTION

TO: INFORMATION MANAGEMENT COORDINATOR	TITLE OF INFORMATION COLLECTION REQUIREMENT
Suzanne Schuyler-Hayes, OIP	**NRC Form 445, Request for Approval of Official Foreign Travel**

THE FOLLOWING FACTORS WERE CONSIDERED IN EVALUATING THE PROPOSED INFORMATION COLLECTION REQUIREMENT. *(If the response is not so, check "NO" and explain*	YES	NO
1. The requirement is needed. (It is the best means to achieve a necessary regulatory objective.)	√	
2. The requirement has practical utility, i.e., the NRC has the capability to use the information in a timely and useful fashion.	√	
3. The schedule for imposing the requirement is reasonable.	√	
4. The requirement selected is the least burdensome method of achieving a necessary regulator objective.	√	
5. The requirement does not duplicate or overlap requirements imposed by the NRC.	√	
6. The requirement does not duplicate or overlap requirements imposed by other Government agencies.	√	
7. The method used to estimate the burden is adequate.	√	
8. The burden estimates are reasonable when compared with similar requirements previously submitted.	√	
9. The methods proposed for collecting or keeping the information are consistent with sound record management practices.	√	
10. The records retention period is sufficiently definitive and reasonable.	N/A	
11. The requirement adequately identifies the records to be maintained and the information to be reported.	√	
12. NRC administrative support requirements are sufficient to manage the information collection.	√	
13. The information collection will not cause NRC to exceed its Information Collection Budget.	√	

REMARKS

OCIO REVIEWER - (Assigned Analyst) Tremaine U. Donnell Records Management Branch/IMD/OCIO	SIGNATURE Tremaine U. Donnell	DATE 06/12/2002
OCIO APPROVAL - (Branch Level) Brenda Jo. Shelton NRC Clearance Officer/OCIO	SIGNATURE Brenda Jo. Shelton	DATE 06/12/2002