

ASSESSMENT OF PROPOSED INFORMATION COLLECTION

TO: INFORMATION MANAGEMENT COORDINATOR
 Jeanne Dempsey, OHR

TITLE OF INFORMATION COLLECTION REQUIREMENT
 NRC Form 212A, Qualifications Investigation,
 Secretarial/Clerical

THE FOLLOWING FACTORS WERE CONSIDERED IN EVALUATING THE PROPOSED INFORMATION COLLECTION REQUIREMENT. (If the response is not so, check "NO" and explain under "Remarks.")	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) Hester E. Thompson Records Management Branch/IMD/OCIO	SIGNATURE 	DATE 04/ 05 /2004
OCIO APPROVAL - (Branch Level) <i>Bjm 4/26</i> Brenda Jo. Shelton NRC Clearance Officer/OCIO	SIGNATURE 	DATE 04/27/2004