

FDR

DESIGNATED ORIGINAL

Standard Form **83**  
(Rev. September 1983)

# Request for OMB Review

Smith

### Important

Read instructions before completing form. Do not use the same SF 83 to request both an Executive Order 12291 review and approval under the Paperwork Reduction Act.

Answer all questions in Part I. If this request is for review under E.O. 12291, complete Part II and sign the regulatory certification. If this request is for approval under the Paperwork Reduction Act and 5 CFR 1320, skip Part II, complete Part III and sign the paperwork certification.

Send three copies of this form, the material to be reviewed, and for paperwork—three copies of the supporting statement, to:

Office of Information and Regulatory Affairs  
Office of Management and Budget  
Attention: Docket Library, Room 3201  
Washington, DC 20503

### PART I.—Complete This Part for All Requests.

1. Department/agency and Bureau/office originating request  U.S. Nuclear Regulatory Commission	2. Agency code  3 1 5 0
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3. Name of person who can best answer questions regarding this request Richard B. Smith	Telephone number ( 202 ) 634-3384
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4. Title of information collection or rulemaking  
NRC Document Duplication Requests

5. Legal authority for information collection or rule (cite United States Code, Public Law, or Executive Order)  
42 USC 2201(o) or

6. Affected public (check all that apply)

1 <input checked="" type="checkbox"/> Individuals or households	3 <input type="checkbox"/> Farms	5 <input type="checkbox"/> Federal agencies or employees
2 <input type="checkbox"/> State or local governments	4 <input type="checkbox"/> Businesses or other for-profit	6 <input type="checkbox"/> Non-profit institutions
		7 <input type="checkbox"/> Small businesses or organizations

### PART II.—Complete This Part Only if the Request is for OMB Review Under Executive Order 12291

7. Regulation Identifier Number (RIN)  
\_\_\_\_\_ or, None assigned

8. Type of submission (check one in each category)		Type of review requested
<b>Classification</b>	<b>Stage of development</b>	
1 <input type="checkbox"/> Major	1 <input type="checkbox"/> Proposed or draft	1 <input type="checkbox"/> Standard
2 <input type="checkbox"/> Nonmajor	2 <input type="checkbox"/> Final or interim final, with prior proposal	2 <input type="checkbox"/> Pending
	3 <input type="checkbox"/> Final or interim final, without prior proposal	3 <input type="checkbox"/> Emergency
		4 <input type="checkbox"/> Statutory or judicial deadline

9. CFR section affected  
\_\_\_\_\_ CFR

10. Does this regulation contain reporting or recordkeeping requirements that require OMB approval under the Paperwork Reduction Act and 5 CFR 1320?  Yes  No

11. If a major rule, is there a regulatory impact analysis attached?  Yes  No  
If "No," did OMB waive the analysis?  Yes  No

### Certification for Regulatory Submissions

In submitting this request for OMB review, the authorized regulatory contact and the program official certify that the requirements of E.O. 12291 and any applicable policy directives have been complied with.

Signature of program official	Date
Signature of authorized regulatory contact	Date

12. (OMB use only)  
9406070137 940601  
PDR ORG EUSOMB  
PDR

020005

RFO2  
1/1

**PART III. — Complete This Part Only if the Request is for Approval of a Collection of Information Under the Paperwork Reduction Act and 5 CFR 1320.**

13. Abstract—Describe needs, uses and affected public in 50 words or less "Report, Public Document Room"

The NRC Forms 171, 171A, and 171B are used by the public to request documents from the Public Document Room.

14. Type of information collection (check only one)

**Information collections not contained in rules**

1  Regular submission

2  Emergency submission (certification attached)

**Information collections contained in rules**

3  Existing regulation (no change proposed)

6 Final or interim final without prior NPRM

7. Enter date of expected or actual Federal Register publication at this stage of rulemaking (month, day, year): \_\_\_\_\_

4  Notice of proposed rulemaking (NPRM)

A  Regular submission

5  Final NPRM was previously published

B  Emergency submission (certification attached)

15. Type of review requested (check only one)

1  New collection

4  Reinstatement of a previously approved collection for which approval has expired

2  Revision of a currently approved collection

3  Extension of the expiration date of a currently approved collection without any change in the substance or in the method of collection

5  Existing collection in use without an OMB control number

16. Agency report form number(s) (include standard/optional form number(s))

NRC Forms 171, 171A, 171B

22. Purpose of information collection (check as many as apply)

1  Application for benefits

2  Program evaluation

3  General purpose statistics

4  Regulatory or compliance

5  Program planning or management

6  Research

7  Audit

17. Annual reporting or disclosure burden

1 Number of respondents

6,000

2 Number of responses per respondent

3.05

3 Total annual responses (line 1 times line 2)

18,300

4 Hours per response

.066

5 Total hours (line 3 times line 4)

1,208

18. Annual recordkeeping burden

1 Number of recordkeepers

2 Annual hours per recordkeeper

3 Total recordkeeping hours (line 1 times line 2)

4 Recordkeeping retention period

years

23. Frequency of recordkeeping or reporting (check all that apply)

1  Recordkeeping

**Reporting**

2  On occasion

3  Weekly

4  Monthly

5  Quarterly

6  Semi-annually

7  Annually

8  Biennially

9  Other (describe) \_\_\_\_\_

19. Total annual burden

1 Requested (line 17-5 plus line 18-3)

1,208

2 In current OMB inventory

1,188

3 Difference (line 1 less line 2)

+20

**Explanation of difference**

4 Program change

5 Adjustment

+20

20. Current (most recent) OMB control number or comment number

3150-0066

24. Respondents' obligation to comply (check the strongest obligation that applies)

1  Voluntary

2  Required to obtain or retain a benefit

3  Mandatory

21. Requested expiration date

3 years from approval

25. Are the respondents primarily educational agencies or institutions or is the primary purpose of the collection related to Federal education programs?  Yes  No

26. Does the agency use sampling to select respondents or does the agency recommend or prescribe the use of sampling or statistical analysis by respondents?  Yes  No

27. Regulatory authority for the information collection

CFR

or

FR

or

Other (specify) \_\_\_\_\_

**Paperwork Certification**

In submitting this request for OMB approval, the agency head, the senior official or an authorized representative, certifies that the requirements of 5 CFR 1320, the Privacy Act, statistical standards or directives, and any other applicable information policy directives have been complied with.

Signature of program official

Date

Signature of agency head, the senior official or an authorized representative

Date

Gerald E. Crawford  
DSO for Information Resources Management

6/1/94

SUPPORTING STATEMENT FOR  
NRC FORM 171, "PAPER TO PAPER DUPLICATION REQUEST",  
NRC FORM 171A, "MULTI-MEDIA DUPLICATION REQUEST",  
AND  
NRC FORM 171B, "MICROFORM TO PAPER REQUEST"  
(3150-0066)

DESCRIPTION OF THE INFORMATION COLLECTION

NRC is requesting the extension of a previously approved information collection requirement. The information collection burden estimate is being adjusted to reflect an anticipated increase in requests.

Changes to NRC Form 171 "Paper to Paper Duplication Request", are as follows: Part 3. "Document File Information" consisted of 6 columns, the new form now has ten rows of 3 columns each. Titles are changed from Docket Number, Folder (Category & Number), Date of Item, Identifying Number, and Description to: File/Description, Date of Item, and Number of Copies. Sections 4 and 5 have been changed adding a block for Fax, Other (specify), Copy Service Account No., Customer Purchase Order No., and Express Mail Option Account No (if applicable). Changes are for clarification purposes and do not result in a burden increase.

Changes to NRC Form 171A "Microform to Paper Request", are as follows: Title is changed to "Multi-Media Duplication Request". Section 3. Diazo Specifications is changed to "Duplicate the Attached" adding Diskette, Audio Cassette, Video Cassette, and Other. Column Heading "Microfiche Package or Aperture Card Identifying Number" is changed to "Identifying Number". Under "Number Of", "Microfiche", has been changed to "Items". Section 4. "Requested By" is changed to "Other" with the rest of the instructions being shortened. These changes were made for clarification purposes. Changes now reflect information from a computer printout. Availability of diskette, audio cassette, and video cassette duplication will result in a burden increase of approximately 300 requests per year.

NRC Form 171B, "Microform to Paper Request", Section 3. "Microform Blowback", has been rearranged. Column headings "Beginning Fiche No., Frame Number, Ending Fiche No., and Frame No." are added to coincide with a computer printout format. Sections 4 and 5 have been changed adding a block for Fax, Other (specify), Copy Service

Account No., Customer Purchase Order No., and Express Mail Option Account No (if applicable). Section 6, "Special Instructions", the word "Comments" was added. These changes are for clarification purposes with no increased burden.

#### A. JUSTIFICATION

##### 1. Need for the Collection of Information.

As indicated in 10 CFR 9.7, various Nuclear Regulatory Commission (NRC) documents are made available to the public through the NRC Public Document Room (PDR). In addition to ensuring accessibility to reading the documents, the NRC has a contractor provide reproduction services to the public. Although individuals may utilize the contractor's coin operated paper copying machine or the NRC microfiche reader-printers, they often request the contractor to perform the reproduction.

Three separate forms are required due to the different electro-mechanical processes necessary to complete the seven different reproduction services requested by the public. In addition, if all the service requests were placed on one form, the single form would be too long, or the small print would create an eye strain for the public, or a delay would occur on some of the completed request orders. The latter is due to the different turnaround times due to the volume of items on a given request and to the different manual and electro-mechanical processing techniques required to complete the seven types of requests -- copying pages, duplicating microfiche or aperture cards, duplicating computer diskettes, duplicating audio and video cassettes, and providing blowbacks (paper copies) from a film image. Multiple documents requiring the same service may be placed on the same form.

##### 2. Agency Use of Information.

These three forms are completed by the individual member of the public making a request, or by the Public Document Room personnel in response to letter and telephone requests from the public, for which the contractor's reproduction services are to be utilized. The specific data on these forms permits the contractor to reproduce the correct items, to contact the requester when problems arise, and to provide a bill for services rendered. The requester maintains a copy for his records, the contractor returns a copy with the completed request, and a third copy is maintained by the contractor in request order number sequence in case a question arises concerning a past service performed. The NRC PDR maintains no records of the completed request forms. The contractor provides the

Public Document Room each month with a statistical summary report related to the number of users in the past month and to the number of pages, microfiche, aperture cards, computer diskettes, audio and video cassettes reproduced the previous month for requestors. This data is utilized by the NRC in its annual report to Congress.

3. Reduction of Burden Through Information Technology.

There are no legal obstacles to reducing the burden associated with this information collection. The brief burden associated with completion of each form is not currently amenable to reduction through the use of information technology.

4. Effort to Identify Duplication.

The Information Requirements Control Automated System (IRCAS) was searched to determine duplication, none was found. This information does not duplicate other information collections.

5. Effort to Use Similar Information.

There is no source for the required information other than the requester. Information necessary to retrieve the document and for whom it is to be retrieved can only be supplied by the requester.

6. Effort to Reduce Small Business Burden.

The information required is needed for all individuals regardless of the size of the entity, if any, by which they are employed. The information requested is basic to the information search and retrieval, and can not be reduced.

7. Consequences of Less Frequent Collection.

This item is not applicable. The respondent determines the frequency of completing the form. A form is completed only at the time the document is requested for reproduction at the PDR.

8. Circumstances Which Justify Variation From OMB Guidelines.

There is no variation from OMB guidelines.

9. Consultation Outside the NRC.

There were no consultations since the last clearance submittal.

10. Confidentiality of Information.

The NRC provides no pledge of confidentiality for this collection of information.

11. Justification for Sensitive Questions.

The form contains no sensitive questions.

12. Estimated Annualized Cost to the Federal Government.

It is expected that the PDR staff will complete 3,000 forms for telephone and letter requests from the public at a cost of \$26,136 (3,000 forms X .066 hours/form X \$132). This cost is fully recoverable by fee assessments to NRC licensees pursuant to 10 CFR Parts 170 and 171.

13. Estimate of Burden.

After determining which NRC documents are of interest, the requester will spend approximately four minutes completing each form. It is expected that 8,000 form 171's, 1,300 form 171A's, and 9,000 form 171B's will be submitted annually to the reproduction contractor. The burden hours represent 1,208 hours for 18,300 forms. The cost to the public is \$159,429 (18,300 forms X .066 hours/form X \$132). Based on experience, observation, and sampling, the burden estimates appear reasonable.

14. Reasons for Change in Burden.

The information collection burden per individual form has not changed. However, anticipated requests for diskette, audio cassette, and video cassette duplication will generate approximately 300 additional requests per year.

15. Publication for Statistical Use.

The reproduction contractor provides the Public Document Room each month with a statistical summary report related to the number of users in the past month and to the number of pages, microfiche, and aperture cards reproduced the previous month for the users. These data are utilized by the NRC in its annual report to Congress.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

Statistical methods are not used in the collection of information.

(Edition date to be inserted after OMB approval)

**PAPER TO PAPER  
DUPLICATION REQUEST**

ESTIMATED BURDEN PER RESPONSE TO COMPLY WITH THIS INFORMATION COLLECTION REQUEST: 4 MINUTES. THIS REQUEST TO OBTAIN A BENEFIT IS NEEDED TO PROCESS THE ORDER. FORWARD COMMENTS REGARDING BURDEN ESTIMATE TO THE INFORMATION AND RECORDS MANAGEMENT BRANCH (T-6 F33), U.S. NUCLEAR REGULATORY COMMISSION, WASHINGTON, DC 20555-0001 AND TO THE PAPERWORK REDUCTION PROJECT (3150-0066) OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503

INSTRUCTIONS: Paper clip the selected pages, attach this completed form to the folder(s) from which copies are requested

**3. DOCUMENT FILE INFORMATION**

FILE / DESCRIPTION	DATE OF ITEM	NUMBER OF COPIES	FILE / DESCRIPTION	DATE OF ITEM	NUMBER OF COPIES

**4. BILL TO**

**5. SEND TO (If different from BILL TO)**

ORGANIZATION (If applicable)

NAME

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE (Include Area Code and Extension)

ORGANIZATION (If applicable)

NAME

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE (Include Area Code and Extension)

PICKUP	FAX	MAIL	OTHER (Specify)
HOLD FOR PAYMENT UPON PICKUP		COPY SERVICE ACCOUNT NO.:	EXPRESS MAIL OPTION ACCOUNT NO. (If applicable):
INVOICE		CUSTOMER PURCHASE ORDER NO.:	

6. SPECIAL INSTRUCTIONS / COMMENTS

**7. DATE/TIME STAMP**

ORDERED	COMPLETED
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**MULTI-MEDIA  
 DUPLICATION REQUEST**

ESTIMATED BURDEN PER RESPONSE TO COMPLY WITH THIS INFORMATION COLLECTION REQUEST: 4 MINUTES. THIS REQUEST TO OBTAIN A BENEFIT IS NEEDED TO PROCESS THE ORDER. FORWARD COMMENTS REGARDING BURDEN ESTIMATE TO THE INFORMATION AND RECORDS MANAGEMENT BRANCH (T-8 F33), U.S. NUCLEAR REGULATORY COMMISSION, WASHINGTON, DC 20555-0001, AND TO THE PAPERWORK REDUCTION PROJECT (3150-0066), OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503.

3. DUPLICATE THE ATTACHED:

1	DISKETTE	MICROFICHE	APERTURE CARD	AUDIO CASSETTE	VIDEO CASSETTE	OTHER (Specify)	IDENTIFYING NUMBER (if applicable)		NUMBER OF	
							ITEMS	COPIES	ITEMS	COPIES
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

4. BILL TO:

5. SEND TO: (if different from BILL TO)

ORGANIZATION (if applicable)	ORGANIZATION (if applicable)
NAME	NAME
ADDRESS	ADDRESS
CITY, STATE, ZIP CODE	CITY, STATE, ZIP CODE
TELEPHONE (Include Area Code and Extension)	TELEPHONE (Include Area Code and Extension)

PICKUP	MAIL	OTHER (Specify)
HOLD FOR PAYMENT UPON PICKUP	COPY SERVICE ACCOUNT NO.	EXPRESS MAIL OPTION ACCOUNT NO. (if applicable)
INVOICE	CUSTOMER PURCHASE ORDER NO.	

6. SPECIAL INSTRUCTIONS / COMMENTS

7. DATE/TIME STAMP

ORDERED	COMPLETED
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(Edition date to be inserted after OMB approval)

**MICROFORM TO PAPER REQUEST**

APPROVED BY OMB NO. 3150-0066

EXPIRES

ESTIMATED BURDEN PER RESPONSE TO COMPLY WITH THIS INFORMATION COLLECTION REQUEST: 4 MINUTES. THIS REQUEST TO OBTAIN A BENEFIT IS NEEDED TO PROCESS THE ORDER FORWARD COMMENTS REGARDING BURDEN ESTIMATE TO THE INFORMATION AND RECORDS MANAGEMENT BRANCH (T-8 F33), U.S. NUCLEAR REGULATORY COMMISSION, WASHINGTON, DC 20555-0001, AND TO THE PAPERWORK REDUCTION PROJECT (3150-0066), OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503.

1. REQUEST NUMBER

**B**

2. DATE OF REQUEST

**INSTRUCTIONS**

COMPLETE THIS FORM TO OBTAIN PAPER COPIES (BLOWBACK) FROM MICROFICHE OR APERTURE CARD(S).

**MICROFICHE (FICHE)** SEPARATE FICHE INTO GROUPS BY THE NUMBER OF COLUMNS (12, 14, OR 28, AS APPLICABLE). USE SEPARATE FORMS FOR EACH GROUP.

COPY THE FICHE IDENTIFIER FROM THE ALPHANUMERIC CHARACTER IDENTIFICATION APPEARING IN THE UPPER LEFT CORNER OF THE FICHE. INCLUDE ANY ADDITIONAL IDENTIFYING INFORMATION (e.g. fiche 2 of 5).

PROVIDE THE LOCATION BY STATING EITHER "ALL" WHEN ALL THE PAGES OF THE FICHE ARE REQUESTED OR BY RECORDING BEGINNING AND ENDING GRID LOCATIONS (e.g. 263 to 300 or A7 to B5) WHEN A SMALLER SET OF SEQUENTIAL PAGES IS REQUESTED. *(The "A" row of fiche is the top row of images).* ATTACH FICHE.

**APERTURE CARD (AC)** PROVIDE THE AC IDENTIFIER FROM THE ALPHANUMERIC CHARACTER IDENTIFICATION ON THE AC(S). PROVIDE THE PAPER SIZE DESIRED BY CHECKING EITHER THE "R" COLUMN OR THE "F" COLUMN. ATTACH AC.

R = REDUCED SIZE (18" X 24") OR F = FULL SIZE PRINTS

**3. MICROFORM BLOWBACK**

MICROFICHE IDENTIFIER				MICROFICHE IDENTIFIER				MICROFICHE IDENTIFIER						
FROM		TO		FROM		TO		FROM		TO				
BEGINNING FICHE NO.	FRAME NUMBER	ENDING FICHE NO.	FRAME NO.	BEGINNING FICHE NO.	FRAME NUMBER	ENDING FICHE NO.	FRAME NO.	BEGINNING FICHE NO.	FRAME NO.	ENDING FICHE NO.	FRAME NO.			
APERTURE CARD IDENTIFIER			SIZE		APERTURE CARD IDENTIFIER			SIZE		APERTURE CARD IDENTIFIER			SIZE	
			R F					R F					R F	

**4. BILL TO:**

**5. SEND TO: (If different from BILL TO)**

ORGANIZATION (If applicable)

NAME

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE (Include Area Code and Extension)

ORGANIZATION (If applicable)

NAME

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE (Include Area Code and Extension)

PICKUP	FAX	MAIL	OTHER (Specify)
HOLD FOR PAYMENT UPON PICKUP		COPY SERVICE ACCOUNT NO.	EXPRESS MAIL OPTION ACCOUNT NUMBER (If applicable)
INVOICE		CUSTOMER PURCHASE ORDER NO.	

6. SPECIAL INSTRUCTIONS / COMMENTS

**7. DATE/TIME STAMP**

ORDERED

COMPLETED

NUCLEAR REGULATORY COMMISSION

Documents Containing Reporting or Recordkeeping

Requirements: Office of Management and Budget (OMB) Review

AGENCY: Nuclear Regulatory Commission

ACTION: Notice of the Office of Management and Budget review of information collection.

SUMMARY: The Nuclear Regulatory Commission (NRC) has recently submitted to the Office of Management and Budget (OMB) for review the following proposal for the collection of information under the provisions of the Paperwork Reduction Act OF 1980 (44 U.S.C. Chapter 35).

1. Type of submission, (new, revision, or extension):  
Revision.

2. The title of the information collection:

NRC Form 171, "Paper to Paper Duplication Request"

NRC Form 171A, "Multi-Media Duplication Request"

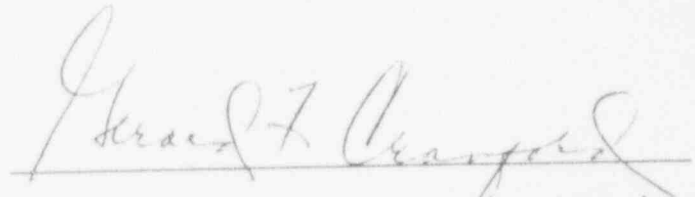
NRC Form 171B, "Microform to Paper Request"

3. The form number if applicable: NRC Forms 171, 171A and 171B.
4. How often the collection is required: On occasion
5. Who will be required or asked to report: Individuals or companies requesting copies to be made by reproduction.
6. An estimate of the number of annual responses: 18,300.
7. An estimate of the total number of hours needed annually to complete the requirement or request: 1,208 hours (18,300 forms X .066 hr/form) or about 4 minutes per individual.
8. An indication of whether Section 3504(h), Pub. L. 96-511 applies: Not applicable.
9. Abstract: These forms are utilized by individual members of the public to request reproduction of publicly available documents in NRC's Headquarters Public Document Room (PDR). Copies of the form are utilized by the reproduction contractor to accompany order and then discarded.

[7590-01]

Dated at Rockville, Maryland, this 1st day of June  
1994.

For the Nuclear Regulatory Commission

A handwritten signature in cursive script, reading "Gerald F. Cranford", written over a horizontal line.

Gerald F. Cranford, Designated Senior  
Official for Information Resources  
Management