

CHAPTER 1 INTRODUCTION TO REPORTS MANAGEMENT

- 1-1. PURPOSE AND SCOPE. This Handbook documents the reports management function and is intended to serve as a resource manual for all affected Department of Housing and Urban Development (HUD) personnel. It covers the reports management and clearance processes for public use, interagency, and internal reports and related Information Resource Management (IRM) activities.
- 1-2. AUTHORITY. The major authority is the Paperwork Reduction Act of 1980 (P.L. 96-511), which mandates that Federal agencies administer IRM programs. The Information Collection portions of the Paperwork Reduction Act are implemented through 5 CFR 1320, "Controlling Paperwork Burdens on the Public." The Reauthorization Act of 1986 implemented additional requirements. Other IRM authorities include regulations 41 CFR 201-45.103 and 41 CFR 201-45.6, Departmental Issuances HUD 1150.1, Assistant Secretary for Administration, and HUD 2400.1, Information Resource Management Policies.
- 1-3. OBJECTIVES. The goal of reports management is to improve the quality and economy of reporting by providing managers with needed information at the right time, in the best format, and at the lowest possible cost. Specific objectives of reports management are to:
- a. Identify the information needs of managers at every organizational level;
 - b. Collect, transmit, process, and store information through the most economical use of personnel, funds, and equipment;
 - c. Ensure the practical utility of data, i.e., collect only that information that is essential to the achievement of the Department's mission and uses can be clearly demonstrated;
 - d. Prevent the imposition of invalid, inefficient, or unnecessary reports;
 - e. Coordinate reports management with related information resources activities;
 - f. Subject reports and reporting systems to a continuous, objective review for quality and economy of reporting;
 - g. Eliminate redundancy of information among reporting and information systems; and
 - h. Create an awareness among HUD program managers and staff of their management responsibilities regarding regulations governing information collection.

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- 1-4. POLICIES. The reports management function at HUD is administered through the Information Policy and Management Division (IPMD), Office of Information Policies and Systems (IPS), Office of Administration. IPMD coordinates the review and approval processes for all reports. The Division ensures that all reports are put into appropriate Departmental clearance channels, obtain ultimate approval, and display effective Office of Management and Budget (OMB), General Services Administration (GSA), and/or HUD control numbers and expiration dates before reports are used by HUD.
- 1-5. BENEFITS OF REPORTS MANAGEMENT. An effective reports management program provides a systematic means for improving the flow and content of information; helps to reduce voluminous data accumulation by eliminating unnecessary and duplicative reports; provides a means for measuring the value of information against the cost of collecting it; improves reporting methods and techniques by applying information processing technology; and reduces agency costs.
- 1-6. RESPONSIBILITIES.
- a. Primary Organization Heads (POHs) and Regional Administrators (RAs). Primary Organization Heads (POHs) and Regional Administrators (RAs) are responsible for ensuring that their organizations effectively and efficiently use and manage information collection and recordkeeping requirements in compliance with HUD and Governmentwide policies, regulations, and statutes. They are also responsible for appointing a Reports Liaison Officer (RLO) and an alternate to serve as a focal point and a representative in all reports management matters.
 - b. Reports Management Officer (RMO). The Reports Management Officer (RMO) is the HUD official within Administration responsible for the oversight of information collection activities at HUD and for monitoring Departmental adherence to Federal regulations regarding paperwork requirements. The RMO provides support by mediating with oversight agencies on behalf of the Department's program areas.
 - c. Reports Liaison Officer (RLO). The RLO is responsible for the reports management program in the program area or Region. The RLO acts as the liaison between program offices and the RMO. The Departmental RMO must be advised immediately of any changes in RLO or alternate designees.
- 1-7. ASSISTANCE. The Departmental Reports Management Officer and the IPMD staff provide advice and assistance on all aspects of reports management, including consultation regarding the requirements of the Paperwork Reduction Act and the OMB clearance process, facilitation of timely reports clearance

discussions with OMB, and by advising on ways to minimize public reporting burden without sacrificing sound fiscal control and program management practices.