

REPORT OF THE COMMITTEE ON INFORMATION, EDUCATION, AND REPORTS IN SUPPORT OF RECOMMENDATION NO. 11

The idea of compiling a guide to reporting requirements was born at the time the guide to record retention requirements was being planned in 1955. At that time it appeared wise to let compliance with the Federal Reports Act, as amended (44 U.S.C. 3501-3511) mature over a longer period before undertaking such compilation.

The success of the annual *Guide to Record Retention Requirements* has been notable. The time now seems right to bring out the companion piece covering reporting requirements.

Annual distribution of the *Guide to Record Retention Requirements* has gone over 57,000 copies, of which about 51,000 represent paid mail orders. This clearly demonstrates a public need. Even more remarkable is the collateral salutary effect of presenting the requirements in one concise package. Official and private comparison resulted in self criticism and a marked tendency to imitate the best examples demonstrated by the *Guide*.

There would seem to be every reason to believe that a guide to reporting requirements will be equally popular, and that visual proximity will lead to corresponding improvements by way of imitation of the best examples.

The format of the proposed guide to reporting requirements and the matters of printing and distribution would follow closely the example of the *Guide to Record Retention*. Because of differences in the statutory provisions, the procedures and standards governing compilation and coverage would be somewhat different.

Under the provisions of 44 U.S.C. 3501-3511, the Bureau of the Budget has primary responsibility for administering the matter of Federal reporting requirements. The coverage of the guide will be limited by the terms of the statute and of the decisions and rules issued by the Director of the Bureau of the Budget. (See BOB Circular A-40, revised February 12, 1968.)

With these considerations in mind, the Committee submits that the proposed "Guide to Federal Reporting Requirements" will (1) make important information more readily and authori-

tatively available to the public; (2) tend to improve the fairness and uniformity of reporting requirements; and (3) assist the Bureau of the Budget in controlling compliance with the pertinent statutory provisions.

The following is offered as an example of a potential entry in the guide:

XVII. FEDERAL TRADE COMMISSION

1. *Export trade associations.* Statement setting forth location of offices, names and addresses of officers, stockholders, and members, together with copies of certificates or articles of incorporation and bylaws, or copies of articles or contract of association.

Timing: Within 30 days after the association's creation and on January 1 of each year thereafter. 15 U.S.C. 65