

THE WHITE HOUSE

WASH I N GTO'N

July 23, 1976

MEMORANDUM FOR THE HEADS OF
DEPARTMENTS AND AGENCIES

This morning I had an opportunity to review the reports abolished as a result of your efforts in recent months, and I would like to compliment you on helping me make some progress in reducing the burden of government on the American public.

At the same time, I would like to ask that you do much more.

It seems to me that we need to get at the heart of the problem in another way: by cutting the amount of time Americans must spend filling out federal forms -- rather than just by cutting the total number of forms.

For that reason, I have set as a goal a cut of 7,000,000 hours in the amount of time spent on filling out Federal forms -- or to put it more succinctly, a cut of 5% in the "burden" we impose on Americans by these forms. I want to see this accomplished by September 30, 1977.

In addition, I want you to take a good look at the laws which require reporting from the public. I expect you to develop some suggestions for changes in those laws which would further reduce this burden. With an assist from improved laws, we ought to be able to get another 15-20% reduction, though it may take longer.

I have asked Jim Lynn of OMB to assume leadership of this project and he will be contacting you later with the details of this further effort to reduce federal paperwork.

A. R. Ford

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