

Supporting Statement
Volunteer Service Application, NA Form 6045
OMB Control No. 3095-0060

1. **Circumstances Making the Collection of Information Necessary.** The National Archives and Records Administration (NARA) is the agency of the Federal Government responsible for identifying, preserving, and making available to the public and to Federal, state, local and tribal Governments all forms of Government records not restricted by law that have been determined to have sufficient historical, informational, or evidential value to warrant continued preservation.

NARA uses volunteer resources to enhance its services to the public and to further its mission of providing ready access to essential evidence. Volunteers assist in outreach and public programs and provide technical and research support for administrative, archival, library, and curatorial staff. NARA uses a standard way to recruit volunteers and assess the qualifications of potential volunteers. The NA Form 6045, Volunteer Service Application, is used by members of the public to signal their interest in being a NARA volunteer and to identify their qualifications for this work.

2. **Purpose and Use of the Information.** Individuals wishing to volunteer at the National Archives Building; the National Archives at College Park, regional records services facilities, and Presidential libraries complete the form and submit it to NARA to initiate the selection process. Upon receipt of the form, NARA staff review the information, interview the applicant, and check with the supplied references to ensure that candidates are qualified for the volunteer positions and to help identify which positions might best meet our needs and their interests.
3. **Use of Information Technology and Burden Reduction.** The information collection form is posted on our web site in a .PDF file that may be downloaded, filled out, and printed locally for submission to NARA by postal mail, fax, or hand. Persons who are unable to use .PDF can request an application in hardcopy by phone, fax, or mail. Paper copies are also prominently displayed at each facility for the convenience of visitors. Applicants submit the information to us in hardcopy or by fax, because we are still working on a web-based mechanism to allow completion and submission of the application online. The number of transactions in the information collection is substantially below the threshold for GPEA; however, we continue to evaluate the costs/benefits of making this a web-based form as part of our efforts to put additional services online.
4. **Efforts to Identify Duplication and Use of Similar Information.** This information is collected only when an individual applies or is selected for a volunteer position. Each information collection is unique.
5. **Impact on Small Businesses or Other Small Entities.** The collection of information does not involve small businesses or small entities.
6. **Consequences of Collecting the Information Less Frequently.** The information collection cannot be conducted less frequently since it occurs only when an individual applies or is selected for a volunteer position. If this information collection is not conducted, it is more

difficult to ensure that applicants are processed systematically and equitably throughout the agency.

7. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5.** This is a voluntary information collection. We know of no circumstances that would require the data collection to be inconsistent with existing Federal guidelines contained in 5 CFR 1320.5.
8. **Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency.** A Request for Comments for the Proposed Collection using the NA Form 6045 was posted in the *Federal Register* on September 28, 2009 (74 FR 49406 and 49407), inviting comment on the use of the form. No comments were received.
9. **Explanation of Any Payment or Gift to Respondents.** No payment or gift is provided to respondents for this information.
10. **Assurance of Confidentiality Provided to Respondents.** A Privacy Act Statement is included on each form. It clearly states that the information provided is used by NARA staff and designees to process the application and ensure timely contact in emergencies. The forms are covered by an existing Privacy Act system, NARA-26, Volunteer Files.
11. **Justification for Sensitive Questions.** No questions of a sensitive nature are asked.
12. **Estimates of Hour Burden Including Annualized Hourly Costs.** The number of respondents for the NA Form 6045 is estimated to be 500 per year. The estimated total hour burden is 208, based on each form taking no more than 25 minutes to read and complete (500 responses x 0.4166 hours per form). The annualized hourly cost to each respondent is \$3.13 (\$7.50 hourly salary rate x 0.4166 hours per form).
13. **Estimate of Other Total Annual Cost Burden to Respondents or Recordkeepers.** There is no other cost burden to respondents. Respondents are not required to keep records.
14. **Annualized cost to the Federal Government.** We estimate that the annual cost to the Government for this information collection is \$6,250 (\$30.00 hourly salary rate x 0.4166 hours per form x 500 forms).
15. **Explanation for Program Changes or Adjustments.** There is a slight increase in burden because our previous estimate was so much lower than the actual number of volunteers.
16. **Plans for Tabulation and Publication and Project Time Schedule.** This information is not published and is used only for internal program purposes.
17. **Reason(s) Display of OMB Expiration Date is Inappropriate.** The expiration date for OMB approval of this information collection is displayed on the form.
18. **Exception to Certification for Paperwork Reduction Act Submission.** There are no exceptions to the certification statement in Item 19 of OMB Form 83-I, "Certification for Paperwork Reduction Act Submissions."