

SUPPORTING STATEMENT
Order Forms for Genealogical Research in the National Archives
NATF Forms 81, 82, 83, 84, 85, and 86
(OMB Control No. 3095-0027)

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 the federal government 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.

Records are normally used in the various research rooms operated within the National Archives system (36 CFR 1254.1 - 1254.52). In order to accommodate those researchers who cannot visit the appropriate research room in order to view certain original records, NARA offers limited provisions to obtain copies of records by mail or through online ordering and requires paper requests to be made on prescribed forms for certain bodies of records (36 CFR 1258.4).

The National Archives Trust Fund (NATF) Forms 81, 82, and 83 are used by researchers of all kinds to obtain reproductions of pages of Ship Passenger Arrival Records, Federal population census schedules through the 1930 census, and Eastern Cherokee Applications of the U.S. Court of Claims, 1906-1909.

NATF Forms 84, 85, and 86 are used by researchers of all kinds to obtain reproductions of pages of Federal land entry case files in the National Archives of the United States, reproductions (or selected documents from the file if voluminous) of military service files, pension application files, and bounty land files more than 75 years old.

NARA receives orders either via the mail as paper orders or via the Internet through its online ordering system, where individuals can enter their requests in a guided format. Table 1-1 shows the number of orders NARA received for each Form 80-series product in FY 2006 via the two methods.

Form	Paper	Online	Total
81	1,667	812	2,479
82	178	102	280
83	322	204	526
84	2,178	1,491	3,669
85	9,130	8,586	17,716
86	9,052	8,793	17,845
TOTALS	22,527	19,988	42,515

Table 1-1 NARA Order Summary, FY 2006

NARA sent a change request for these 6 forms to OMB in June 2008. In the “Method of

Payment Preferred and Your Shipping Address (Required)”, Section C., of these six NATF 81-86, the following verbiage has been changed: Day Time Phone (Required for Credit Card Orders): now reads: Day Time Phone (Required); and email Address (Optional): now reads: email Address (Preferred):. There were no changes in number of respondents or burden hours with this change.

Additionally, the instructions for these six NATF 81-86 have been revised to make the forms available as .PDF on the web. The web address has been updated. Fees have increased on all six forms. On the NATF 85, a category has been added to allow customers to order a full pension application file-Civil War, 1860 & Later and State Archives addresses have been updated.

NARA sent a change request for these 6 forms to OMB in November 2008. These changes were made on all 6 forms: 1) "copies/photocopies" changed to reproduction(s)"; 2) routing address changed from "NWCTB" to "NWCT1F"; 3) "60 to 90 days" changed to "up to 90"; and 4) "CD/DVD" option added and extra verbiage "a certified copy cannot be generated of an order on CD/DVD" as there is now a Certification check box on forms.

2. **Purpose and Use of the Information.** Each NATF Form (81, 82, 83, 84, 85, 86) is used for a unique request as part of a two-step process: (1) to search for the requested file and, if found, make copies; and (2) to bill the requesting researcher for the copies of the records when the search is successful. Copies are mailed after photocopies are made. Table 2-1 shows the percent of successful searches for orders received on paper forms and those received via online ordering. The increased success rate for orders received from online ordering is believed to be due to the enforced edit checks of the online system and better legibility of the data input.

Form	Paper	Online
81	54%	58%
82	90%	82%
83	93%	95%
84	94%	95%
85	66%	74%
86	77%	80%

Table 2-1 Percent of Form 80 Series Orders Found

The information collected by the NATF Forms 81, 82, 83, 84, 85, and 86 is the minimum necessary to service the request. Additional helpful information is collected if known by the researcher. Were this information collection not conducted, NARA would be unable to fulfill this part of its mandate in a timely, equitable, and efficient manner.

3. **Use of Information Technology and Burden Reduction.** These forms are available through NARA’s online ordering system (<https://eservices.archives.gov/orderonline>) where individuals can complete the forms and order the copies. They will also be posted

as .pdf files within NARA's online ordering system.

4. **Efforts to Identify Duplication and Use of Similar Information.** NARA is unaware of any duplication. This information is collected only by the NATF Forms 81, 82, 83, 84, 85, or 86 when the respondent wants NARA to make a copy of a passenger arrival list, census record, or Cherokee Indian Application, land entry files, military records, and pension application files, and bounty land files. The information that must be furnished cannot be obtained through similar information already available as each request is unique.
5. **Impact on Small Businesses or Other Small Entities.** The collection of the information does not involve small businesses or other small entities.
6. **Consequences of Collecting the Information Less Frequently.** The information collection cannot be conducted less frequently since it occurs only when copies of passenger arrival lists, census records, or Cherokee Indian Applications, land entry case files, military records, and pension application files, and bounty land files are requested from NARA. NARA never initiates this information collection; it only responds to customer demand.
7. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5.** The information collection is conducted in a manner consistent with the guidelines in 5 CFR 1320.5.
8. **Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency.** We have consulted in the past with members of the Federation of Genealogical Societies and have complied with their need to obtain sufficient blank forms.

Additionally, a *Federal Register* notice was published to solicit public comment on October 29, 2010 (75 FR 66802). 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.** The records series formed by this information collection is a Privacy Act system (NARA-2) and is also protected under b(4) and b(6) exemptions of the Freedom of Information Act.
11. **Justification for Sensitive Questions.** No questions of a sensitive or private nature are asked. The form does allow the respondent to provide credit card information, which is considered financially sensitive information. Only the original copy of the form contains this information, which is either returned to the respondent if the reply is negative, or filed in secure file cabinets in the Cashier's office if the respondent is billed. Information received through online ordering is

handled in accordance with applicable computer security requirements.

12. **Estimates of Hour Burden Including Annualized Hourly Costs.** The burden per response is estimated to be ten (10) minutes to read the instructions and fill out the form for either the paper form or online ordering form. (The response time was calculated by consultation with a few potential respondents.) Table 12-1 displays estimates of the annualized burden for completing the forms.

Form	Paper Requests	Burden Hrs	Online Requests	Burden Hrs	Total Burden Hrs
81	1,667	278	812	135	413
82	178	30	102	17	47
83	322	54	204	34	88
84	2,178	363	1,491	249	612
85	9,130	1,522	8,586	1,431	2,953
86	9,052	1,509	8,793	1,466	2,974
TOTALS	22,527	3,755	19,988	3,331	7,086

Table 12-1 NATF Form 80 Series Burden Hours, FY 2006

13. **Estimate of Other Total Annual Cost Burden to Respondents or Recordkeepers.** Individuals submitting paper orders have the option of paying by credit card or requesting to be invoiced if their search is successful. If they choose to pay by credit cards, their order is mailed immediately. If they choose the “Bill Me” option, they are mailed an invoice with their order, which is mailed immediately. Respondents can either contact NATF customer service with a credit card or submit their payment by mail. It is estimated that the average burden to respondents for this effort is 10 minutes. Table 13 -1 displays the anticipated annualized burden hours to respondents for submitting payments in response to the “Bill Me” invoice. Postage is an additional \$0.39 to \$0.87 depending on whether records were located for which the customer must mail payment. This burden does not pertain to online ordering customers as they must provide a credit card number when they submit their order.

Form	Total Paper	“Bill Me” Only	Burden Hrs
81	1,667	886	148
82	178	111	19
83	322	155	26
84	2,178	741	124
85	9,130	3,503	584
86	9,052	3,990	665
TOTALS	22,527	9,386	1,564

Table 13-1 Annual Burden for “Bill Me” Customers

14. **Annualized Cost to the Federal Government.** The estimated annualized cost to the

Government to print and mail NATF Form-series 80 paper forms is \$34,000. Table 14-1 breaks this down by form type. There is no corresponding cost for the online ordering forms.

Form	Form Cost	Mailing Cost	Total Cost
81	\$515	\$3,632	\$4,147
82	\$256	\$1,805	\$2,062
83	\$137	\$966	\$1,103
84	\$372	\$2,619	\$2,991
85	\$1,262	\$8,891	\$10,153
86	\$1,683	\$11,862	\$13,545
TOTALS	\$4,225	\$29,775	\$34,000

Table 14 – 1 Annualized Cost to Print and Mail Paper Forms

15. **Explanation for Program Changes or Adjustments.** Some orders have decreased in number over the last few years as some records have become available as digital images or text files through outside institutions.
16. **Plans for Tabulation and Publication and Project Time Schedule.** The information collection is not used for statistical studies or publications.
17. **Reason(s) Display of OMB Expiration Date is Inappropriate.** The expiration date for OMB approval of this information collection will be displayed on the forms.
18. **Exceptions to Certification for Paperwork Reduction Act Submissions.** There are no exceptions to the certification statement identified in Item 19 of OMB Form 83-I, “Certification for Paperwork Reduction Submissions.”