

SUPPORTING STATEMENT
Order Form for Genealogical Research in the National Archives
NATF Form AFILE1
(OMB Control No. 3095-00XX)

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 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).

NATF Form AFILE1 is used by researchers to order alien registration files. The Immigration and Naturalization Service (INS) began issuing aliens an Alien Registration number in 1940, and on April 1, 1944, began using this number to create individual case files, called Alien Files or A-Files. A-Files contain all records of any active case of an alien not yet naturalized as they passed through the United States immigration and inspection process.

In order for a potential customer to inform NARA of what alien registration file the customer wants a copy of, various data items need to be collected, including: name, address, telephone number, full name of alien, archival research catalog identification, alien registration number, alien date of birth, and alien date of arrival.

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. At this time, the NATF Form AFILE1 will only be available as a paper form (via internet download or as a hardcopy through a NARA regional office); internet orders may follow after a pilot study is conducted.

2. **Purpose and Use of the Information.** The NATF Form AFILE1 is used for a unique request as part of a two-step process: (1) to search for the requested file and; (2) , if found, provide a quote to researchers for the cost to produce copies when the search is successful. The information collected by NATF Form AFILE1 is the minimum necessary to service the request. Additional helpful information can be collected if known by the researcher. Were this information collection not conducted, NARA would not be unable to fulfill this part of its mandate in a timely, equitable, and efficient manner.

3. **Use of Information Technology and Burden Reduction.** The NATF Form AFILE1 will be available through NARA's website (www.archives.gov) where individuals can download the forms. They will also be available as hardcopies to those that do not have internet access or do not wish to download the form.

As mentioned in *Item 1*, this form may be added to NARA's online ordering system after a one-year pilot study. NARA's online ordering system can be accessed here: (<https://eservices.archives.gov/orderonline/start.swe?SWECmd=Start&SWEHo=eservices.archives.gov>)

4. **Efforts to Identify Duplication and Use of Similar Information.** NARA is unaware of any duplication. This information is collected only by the NATF Form AFILE1. 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 alien registration 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 not consulted other agencies in respect to NATF Form AFILE1.

A Federal Register notice was published to solicit public comment on November 24, 2010 (75 FR 71743 and 71744). 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.
12. **Estimates of Hour Burden Including Annualized Hourly Costs.** The

estimated annual burden hours are 80, based on an estimated 480 respondents. The burden per response is estimated to be ten (10) minutes or less to read the instructions and fill out the form.

13. **Estimate of Other Total Annual Cost Burden to Respondents or Recordkeepers.** The estimated annual cost to each respondent is \$0.
14. **Annualized Cost to the Federal Government.** The estimated annualized cost to the Government to print and mail NATF Form AF1E1 is approximately \$.01 to \$.02 per form printed; however, a volume estimate to project an annualized cost is not currently available.

The NATF Form AF1E1 will be available for download by the public through www.archives.gov. The cost to NARA to host this document is negligible.
15. **Explanation for Program Changes or Adjustments.** This is a new information collection.
16. **Plans for Tabulation and Publication and Project Time Schedule.** The results of this collection of information are not planned to be published for statistical purposes.
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."