

Supporting Statement
Requests to film, photograph, or videotape in a NARA facility for news purposes
OMB Control No. 3095-0040

1. **Circumstances Making the Collection of Information Necessary.** The National Archives and Records Administration (NARA) is a valuable resource for news organizations wishing to film, photograph, or videotape for stories about historical and current events. Due to the nature and fragility of the documents we hold in trust, access to NARA buildings is carefully controlled, with the security of the records being of paramount concern. News organizations that wish to film, photograph, or videotape on NARA property must ask permission from NARA. NARA staff must accompany all film crews while they are working on NARA property to ensure the protection of any records located in the area the film crews are working. Often, film crews employ high intensity artificial light sources, which can be very damaging to the archival holdings. NARA must make prior arrangements to protect such documents in the affected areas.

A copy of the rule in 36 CFR 1280.48, which specifies what information must be provided, is attached.

2. **Purpose and Use of the Information.** The information collected will be used by NARA staff to determine what resources will be necessary to comply with the request, and what steps we must take to protect the archival holdings. NARA staff must accompany each film crew while they are working on NARA property so NARA must plan to have staff for this purpose. We must also determine what steps must be taken to protect the archival holdings that might be in areas in which film crews will be using artificial high-intensity lighting and other equipment. NARA staff will also use the information collected to ensure that the project the requester is working on is for news purposes only, and not for commercial purposes. Filming, photographing, and videotaping on NARA property to promote commercial enterprises or commodities is prohibited.
3. **Use of Information Technology and Burden Reduction.** We have attempted to impose a minimum burden on the respondent. To allow maximum flexibility to respondents, we allow them to supply this information via e-mail, telephone, in person, or fax.
4. **Efforts to Identify Duplication and Use of Similar Information.** No duplication exists. No similar information is already available.
5. **Impact on Small Businesses or Other Small Entities.** The information collection does not have a significant impact on small businesses or other small entities.
6. **Consequences of Collecting the Information Less Frequently.** The information collection cannot be conducted less frequently than once per request to film, photograph, or videotape on NARA property. If this information was not collected, we would not be able to fulfill as many requests as we currently do, and we would not be able to adequately protect archival documents that might be in an area in which high-intensity artificial lighting is to be used. A request may include more than one (1) filming date and location.

7. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5.** The information collection will be 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.** NARA published a *Federal Register* notice announcing the agency's intent to request extension of OMB approval on the information collection on June 21, 2012 (77 FR 37442 and 37443). No comments were received.
9. **Explanation of Any Payment or Gift to Respondents.** No payment or gift is provided to respondents.
10. **Assurance of Confidentiality Provided to Respondents.** The collection of information that would require privacy or confidentiality is not planned.
11. **Justification for Sensitive Questions.** No questions of a sensitive nature are asked.
12. **Estimates of Hour Burden Including Annualized Hourly Costs.** On average, 37 respondents provide 660 responses per year nationwide. Each response takes an average of 10 minutes per request for a total annual time burden of 110 hours. A respondent submitting a request would have to provide information about what they wish to film, photograph, or videotape, for what purposes the film would be used, where they wish to perform their work, and how long they expect it to take. A respondent may schedule several filming or photograph sessions per request.

The respondent cost per application is \$5.00, with a total annual burden of \$3,300.00. Excluding the hour burden, there is no significant capital/start-up or operational costs attributable to this information collection. The cost consists of 10 minutes to complete the information collection by a news producer or producer's assistant (estimated hourly wage of \$30.00/hr x 10 min/request = \$5.00 per request).
13. **Estimate of Other Total Annual Cost Burden to Respondents or Recordkeepers.** There is no annual cost to respondents apart from that enumerated in Item 12.
14. **Annualized Cost to the Federal Government.** The Federal government spends approximately \$3.83 per request; the total annual cost is \$2,527.80. The cost is based on an estimate of the time of a GS-9 or GS-11 NARA staff member for review, processing, and scheduling (average wage and benefits of \$23.00/hr x 10 min/request = \$3.83 per request).
15. **Explanation for Program Changes or Adjustments.** There is no change in burden.
16. **Plans for Tabulation and Publication and Project Time Schedule.** This information collection is not used for statistical publications.

17. **Reason(s) Display of OMB Expiration Date is Inappropriate.** The information collection is contained in a regulation. The expiration date of the OMB approval is stated in the preamble to the rule.
18. **Exceptions to Certification for Paperwork Reduction Act Submissions.** There are no exceptions to the certification statement.