

Supporting Statement
Requests to Use NARA Facilities for Events
OMB Control No. 3095-0043

1. **Circumstances Making the Collection of Information Necessary.** In the Washington, DC, area, NARA has many public areas that are attractive venues for organizations wishing a stately setting in which to hold an event. NARA regulations require that any event held in a NARA facility must be related to the mission of, or in the interest of, NARA. In addition, NARA will not allow its facilities to be used to promote commercial enterprises or products or for partisan political, sectarian, or similar purposes. Organizations wishing to use a NARA public area for an event must request permission from NARA. The purpose of this information collection is to allow NARA to assess a proposed event to determine if the event complies with NARA regulations, and to ensure that the proposed event is related to the mission or interests of NARA. This information is also necessary to allow NARA to schedule the use of its public areas and to ensure the protection of NARA property and archival holdings.

The contents of the request are specified in 36 CFR 1280.74.

2. **Purpose and Use of the Information.** NARA uses this information to determine whether or not to approve a request to hold an event in a NARA public area. Factors that NARA must consider are whether or not the proposed event complies with NARA regulation and if the requested room is available on the desired date. NARA uses the information submitted to develop budgetary and staffing requirements for the event. NARA also uses the information to determine what preventative measures are needed to protect archival documents that might be present in areas used for the event.
3. **Use of Information Technology and Burden Reduction.** No use of improved information technology is used given the small number of respondents and the nature of the information requested. Respondents must submit copies of printed materials that will be displayed or distributed at the event.
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 cannot be conducted less frequently than once per new request to use a NARA public area for an event because NARA must evaluate each request. If this information were not collected, we would not be able to allow outside groups and other Federal agencies to use NARA public areas for events.
7. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5.** The collection will be conducted in a manner consistent with the guidelines in 5 CFR 1320.

8. **Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency.** NARA provided the public an opportunity to comment on the information collection in the *Federal Register*, 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.** No assurance of confidentiality is provided.
11. **Justification for Sensitive Questions.** No questions of a sensitive nature are asked.
12. **Estimates of Hour Burden Including Annualized Hourly Costs.** On average, 22 respondents provide 42 responses per year. Each response takes an average of 30 minutes per request. A respondent submitting a request would have to provide information about the proposed event, including the date and location desired, plans and scheduled activities for the event, and samples of printed materials to be used or displayed at the event.

The estimated cost per application is \$15.00, with a total annual burden to the public of \$780.00. Excluding the hour burden, there is no significant capital/start-up or operational costs attributable to this information collection. The cost consists of 1 hour to complete the information collection by an events coordinator (estimated hourly wage of \$30/hr x 30 min./request = \$30).
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 estimated cost to the Federal government is \$34.49 per application; the total annual cost is \$1,793.48. The cost is based on an estimate of the time of a GS-11/4 or GS-13/4 NARA staff member for review, processing, and scheduling (average wage and benefits of \$34.40/hr x 1 hr/request = \$34.49).
15. **Explanation for Program Changes or Adjustments.** There are no changes 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. We state the expiration date of the OMB approval in the preamble to the rule.
18. **Exceptions to Certification for Paperwork Reduction Act Submissions.** There are not exceptions to the certification statement.