

Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB Control Number: 3095-0070)

TITLE OF INFORMATION COLLECTION: The Records Control Schedule (RCS) Website Feedback Survey.

PURPOSE: The purpose of the survey is to elicit feedback on the RCS website (<http://archives.gov/records-mgmt/rcs/>) to determine if it is meeting customer needs and to understand what our customer needs are. Survey data results will be used to develop requirements for redesign and improvements for the site.

DESCRIPTION OF RESPONDENTS: Stakeholders we’ve identified include internal National Archives and Records Administration (NARA) staff that use the site from a variety of different divisions (R, A, AC, AFO, and other internal NARA stakeholders), Records Officers in federal agencies and other federal employees with records management responsibilities, archives contractors and those who work with federal agencies to help them manage records, other archivists, researchers, and public interest groups.

TYPE OF COLLECTION: (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group |
| <input type="checkbox"/> Focus Group | <input type="checkbox"/> Other: _____ |

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

Name: Marianne Mason

To assist review, please provide answers to the following question:

Personally Identifiable Information:

1. Is personally identifiable information (PII) collected? Yes No
2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? Yes No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? Yes No

Gifts or Payments:

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? Yes No

BURDEN HOURS

Category of Respondent	No. of Respondents	Participation Time	Burden
(2) Private Sector	10	10 min	1.7 hrs
(4) Federal Government	40	10 min	6.6 hrs
Totals	60		10 hours

FEDERAL COST: The estimated annual cost to the Federal Government is \$500.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?
 Yes No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

For (4) Federal Government, we have identified internal NARA stakeholders, and they will be asked to voluntarily participate in the survey and conduct interviews with key personnel. For federal records officers and other federal employees with records management responsibilities outside of NARA, we will reach out to them using the FRON, or Federal Records Officer Network, to ask for volunteers to fill out the survey as well as outreach via the National Association of Government Archives and Records Administrators asking for volunteers.

For (2) Private Sector, there are several archivists and archives contractors who may use the site from companies such as History Associates, Heritage Works, Winthrop Group, and others. There may be some researchers who use the site. We have identified contacts from some of the companies mentioned and will ask for volunteers to voluntarily participate in the survey.

For (3) state, local or tribal governments, we plan to post to survey to the Council of State Archivists by posting to one of their listservs, as well outreach via the National Association of Government Archives and Records Administrators. There was no way to add rows to the Burden Hours table above, but we anticipate 10 archivists from category 3, totaling 1.7 hours.

There was no way to add rows to the Burden Hours table above, but we do not plan on reaching out to (1) Individuals or Households.

Administration of the Instrument

1. How will you collect the information? (Check all that apply)

- Web-based or other forms of Social Media
- Telephone
- In-person
- Mail
- Other, Explain _____

2. Will interviewers or facilitators be used? Yes No

Please make sure that all instruments, instructions, and scripts are submitted with the request.

Instructions for completing Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback”

TITLE OF INFORMATION COLLECTION: Provide the name of the collection that is the subject of the request. (e.g. Comment card for soliciting feedback on xxxx)

PURPOSE: Provide a brief description of the purpose of this collection and how it will be used. If this is part of a larger study or effort, please include this in your explanation.

DESCRIPTION OF RESPONDENTS: Provide a brief description of the targeted group or groups for this collection of information. These groups must have experience with the program.

TYPE OF COLLECTION: Check one box. If you are requesting approval of other instruments under the generic, you must complete a form for each instrument.

CERTIFICATION: Please read the certification carefully. If you incorrectly certify, the collection will be returned as improperly submitted or it will be disapproved.

Personally Identifiable Information: Provide answers to the questions. Note: Agencies should only collect PII to the extent necessary, and they should only retain PII for the period of time that is necessary to achieve a specific objective.

Gifts or Payments: If you answer yes to the question, please describe the incentive and provide a justification for the amount.

BURDEN HOURS:

Category of Respondents: Identify who you expect the respondents to be in terms of the following categories: (1) Individuals or Households;(2) Private Sector; (3) State, local, or tribal governments; or (4) Federal Government. Only one type of respondent can be selected per row.

No. of Respondents: Provide an estimate of the Number of respondents.

Participation Time: Provide an estimate of the amount of time required for a respondent to participate (e.g. fill out a survey or participate in a focus group)

Burden: Provide the Annual burden hours: Multiply the Number of responses and the participation time and divide by 60.

FEDERAL COST: Provide an estimate of the annual cost to the Federal government.

If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:

The selection of your targeted respondents. Please provide a description of how you plan to identify your potential group of respondents and how you will select them. If the answer is yes, to the first question, you may provide the sampling plan in an attachment.

Administration of the Instrument: Identify how the information will be collected. More than one box may be checked. Indicate whether there will be interviewers (e.g. for surveys) or facilitators (e.g., for focus groups) used.

Submit all instruments, instructions, and scripts with the request.