

SUPPORTING STATEMENT
Limited Facility Report
NA Form 16016
(OMB Control No. 3095-00XX)

1. **Circumstances Making the Collection of Information Necessary.** The National Archives Traveling Exhibits Service (NATES) is administered by the National Archives and Records Administration (NARA) in accordance with 44 U.S.C. §§ 2108-9 to present exhibitions of its holdings and to enter into agreements under 44 U.S.C. § 2305 for the support of such exhibitions.

NARA has developed NA Form 16016, Limited Facility Report, to serve as the application and identification of a venue's facility and environmental conditions. A copy of the form, requirements for exhibition security and regulations are provided to the applicant. NARA needs the information contained on this form to determine whether the proposed facility meets the criteria under NARA Directive 1612, Exhibition Loans and Traveling Exhibitions.

2. **Purpose and Use of the Information.** The information provided on the NA Form 16016 is evaluated by NATES to determine whether the proposed venue meets NARA's criteria to host a limited security exhibition. NARA would not be able to make the exhibit available to the venue if the information collection was not conducted.
3. **Use of Information Technology and Burden Reduction.** NARA has attempted to simplify the information collection to minimize the burden on the respondents.
4. **Efforts to Identify Duplication and Use of Similar Information.** There is no similar information already available. There is no duplication.
5. **Impact on Small Businesses or Other Small Entities.** The information requirements do not have a significant impact on small businesses or other small entities because the affected public is primarily not-for-profit institutions.
6. **Consequences of Collecting the Information Less Frequently.** The information collection cannot be conducted less frequently. Venues should complete the form once every three years, or in the event that significant structural and environmental changes are rendered to the facility.
7. **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5.** The collection is conducted in accordance with the guidelines in 5 CFR 1320.5.
8. **Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency.** NARA has not consulted with persons outside the agency on this information collection in the past; however, NARA published a notice in the *Federal Register* on October

4, 2016 (81 FR 68459 and 68460) inviting public comment on the information collection. No comments were received.

9. **Explanation of Any Payment or Gift to Respondents.** No payment or gift provided to respondents for this information.
10. **Assurance of Confidentiality Provided to Respondents.** There is no assurance of confidentiality provided to respondents.
11. **Justification for Sensitive Questions.** No questions of a sensitive nature are asked.
12. **Estimates of Hour Burden Including Annualized Hourly Costs.** The estimated annual burden hours are 75, based on 75 respondents per year. The individual respondent burden was estimated at 60 minutes per application to review the venue requirements and to complete the form. The number of respondents per year is estimated at 75, based on the number of exhibitions available per year. The frequency of response is upon occasion -- whenever a venue requests to book an exhibition. As noted in response to item 6 of the justification, most respondents submit a form less than once each year. The request for approval is for one form.
13. **Estimate of Other Total Annual Cost Burden to Respondents or Recordkeepers.** The estimated annual cost to respondents is \$1,125, based on 75 applications received per year. Respondents include a variety of organizations, ranging from museums, libraries, community centers, and not-for-profit organizations. We estimated the value of the respondent's time at \$15 per hour to accommodate respondents who used a museum professional or administrative staff member to complete the form.
14. **Annualized Cost to the Federal Government.** The estimated annual cost to the Federal Government is \$1,600. This cost includes \$100 for printing the form and \$1,500 in staff costs for analyzing applications and coordinating the outside use. Staff costs were based on 30 minutes per application at a GS-13 level.
15. **Explanation for Program Changes or Adjustments.** This is a new information collection.
16. **Plans for Tabulation and Publication and Project Time Schedule.** The information will not be published for statistical use.
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 form.
18. **Exceptions to Certification for Paperwork Reduction Act Submissions.** There are no

exceptions to the certification statement identified in Item 19 of OMB Form 83-1,
“Certification for Paperwork Reduction Submissions.”