

Supporting Statement
Presidential Libraries Facilities
OMB Control No. 3095-0036

- 1 **Circumstances Making the Collection of Information Necessary.** The Archivist of the United States is required to promulgate standards for the acceptance, design, and endowments of new Presidential libraries under 44 U.S.C. § 2112(a) and (g). The standards are promulgated to ensure that the libraries preserve Presidential records subject to Chapter 22 of Title 44, United States Code and papers and other historical materials accepted for deposit under 44 U.S.C. § 2111, and contain adequate research facilities. Pursuant to 44 U.S.C. § 2112(a)(3), the Archivist must submit a written report on a proposed Presidential library to the President of the Senate and the Speaker of the House. The Archivist must also submit a report to Congress if a material change or addition to an existing Presidential library is funded wholly by gift. NARA must obtain much of the information for this report from the private foundations or other entities that develop the Presidential library or provide the gift for a material change or addition to an existing Presidential library.

A copy of 44 U.S.C. § 2112, which requires the Archivist to submit the report to Congress and specifies what information is required, is attached.
- 2 **Purpose and Use of the Information.** The Office of Presidential Libraries will collect the information each time the construction of a new Presidential Library is proposed or if a material change or addition to an existing library, if funded wholly by gift, is proposed. The information will be used to evaluate the design, funding, and costs associated with the proposed library or proposed change or addition and to ensure that the Foundation has complied with the architectural and design standards so the Archivist can make his certification. The information is then forwarded to Congress as a part of the report the Archivist is required to submit before accepting or establishing a Presidential library.
- 3 **Use of Information Technology and Burden Reduction.** Certain portions of the information collection are required to be in electronic format with accompanying paper copies. “As-built drawings” are to be provided on an electronic drafting system such as AutoCAD 13 in addition to paper copies. All specifications are to be submitted in both hard and electronic copies. This is a normal requirement in construction contracts and should not be an additional burden on the respondent. Because of software dependency of the electronic copies, NARA needs the paper copies for long-term retention. We have attempted to impose a minimum burden on the respondent. There is no improved information technology that would reduce the respondent’s burden.
- 4 **Efforts to Identify Duplication and Use of Similar Information.** There is no other source for this information. No similar information is already available, as each Presidential library is unique.

5 **Impact on Small Businesses or Other Small Entities.** This collection of information does not have a significant impact on small businesses or other small entities.

6 **Consequences of Collecting the Information Less Frequently.** The information is to be collected only when a new Presidential library is to be established or an existing Presidential library is to undergo a material change or addition funded wholly by gift. The information cannot be collected less frequently, consistent with 44 U.S.C. § 2112.

7 **Special Circumstances Relating to the Guidelines of 5 CFR 1320.5.** NARA requires that the Foundation provide four copies of the manufacturer's operation and maintenance manuals for each major system or item of equipment. Four copies are required to ensure that both NARA and its contractors have the information necessary for safe operation of the machinery and to ensure proper maintenance.

8 **Comments in Response to the Federal Register Notice and Efforts to Consult Outside Agency.** A Presidential library will only be proposed or established once every four to eight years. Material changes or additions to libraries, funded wholly by gifts, also occur on an infrequent basis. Therefore, the representatives of those submitting information may not be consulted as frequently as every three years. A *Federal Register* Notice was published on May 24, 2017 (82 FR 23840) inviting the public to comment. No comments were received.

9 **Explanation of Any Payment or Gift to Respondents.** No payment or gift is provided to respondents for providing this information.

10 **Assurance of Confidentiality Provided to Respondents.** The collection of information, which 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.** There will be only one response once every four to eight years.

13 **Estimate of Other Total Annual Cost Burden to Respondents or Recordkeepers.**

The estimated annual cost to the respondent is approximately \$635. We have calculated this cost by dividing the total respondent burden by 8, since the response is required no more frequently than once every four years; submissions are on the 8 year cycle. It is estimated that the Foundation will spend approximately 31 hours preparing information to be submitted to NARA. This includes approximately 16 hours (at \$250.00 per hour) of review by legal counsel, three hours (at \$50.00 per hour) of work for the Foundation director, ten hours (at \$25.00 per hour) of work for an assistant, and two hours (at \$15 per hour) for a secretary. It is estimated that the Foundation will spend approximately \$200.00 on copies.

Party	Number of Hours	Hourly Rate	Total Costs
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General Counsel	16	\$250	\$4,000
Foundation Director	3	\$200	\$600
Administrative Assistant	10	\$25	\$250
Secretary	2	\$15	\$30
Copy Costs			\$200
Total Costs			\$5,080
Cost per Respondent	(8 Respondents)		\$635

14. **Annualized Cost to the Federal Government.** The estimated cost to the Federal Government is \$2,400.00. It is estimated that the combined total of all offices reviewing the information would be about 40 hours (at \$60.00 per hour).
15. **Explanation for Program Changes or Adjustments.** There is an increase in Item 14, from \$1,000 to \$2,400. This is the first adjustment NARA has made in costs since the inception of this ICR in 2001.
16. **Plans for Tabulation and Publication and Project Time Schedule.** The results of this information collection will not be published.
17. **Reason(s) Display of OMB Expiration Date is Inappropriate.** The information collection will be contained in a regulation. We will state the expiration date of the OMB approval in the preamble to the final rule.
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”.