

Supporting Statement
NA Form 6045, Volunteer Service Application
NA Form 6045a, Standards of Conduct for Volunteers
NA Form 6045b, Volunteer or Intern Emergency and Medical Consent
NA Form 6045c, Volunteer or Intern Confidentiality Statement
OMB Control No. 3095-0060

1. **Circumstances making the collection of information necessary.** The National Archives and Records Administration (NARA) is the Federal agency responsible for identifying, preserving, and making available to the public, and to Federal, state, local, and tribal governments, all forms of Government records not restricted by law that it determines to have sufficient historical, informational, or evidential value to warrant continued preservation.

NARA uses volunteer resources to enhance its services to the public and to further its mission of providing ready access to essential evidence. Volunteers assist in outreach and public programs and provide technical and research support for administrative, archival, library, and curatorial staff. NARA uses a standard way to recruit volunteers and assess the qualifications of potential volunteers. Applicants use the NA Form 6045, Volunteer Service Application, to indicate their interest in being a NARA volunteer and to identify their qualifications for this work. Once we select an applicant, they also fill out the following forms: NA Form 6045a, Standards of Conduct for Volunteers, NA Form 6045b, Volunteer or Intern Emergency and Medical Consent, NA Form 6045c, Volunteer or Intern Confidentiality Statement.

2. **Purpose and use of the information.** Individuals wishing to volunteer at the National Archives Building, the National Archives at College Park, regional facilities, and Presidential libraries complete the form and submit it to NARA to initiate the selection process. Upon receipt of the form, NARA staff review the information, interview the applicant, and check with the supplied references to ensure that candidates are qualified for the volunteer positions and to help identify which positions might best meet our needs and their interests.
3. **Use of information technology and burden reduction.** We post the information collection form on our web site in a .pdf file that applicants may download, fill out, and print locally for submission to NARA by mail, fax, or hand. People who are unable to use .pdf can request an application in hardcopy by phone, fax, or mail. We also display paper copies prominently at each facility for the convenience of visitors. Applicants submit the information to us in hardcopy or by fax, because we are still working on a web-based mechanism to allow them to complete and submit the application online. The number of transactions in the information collection is substantially below the threshold for GPEA; however, we continue to evaluate the costs and benefits of making this a web-based form as part of our efforts to put additional services online.
4. **Efforts to identify duplication and use of similar information.** We collect this information only when an individual applies or is selected for a volunteer position. Each information collection is unique.
5. **Impact on small businesses or other small entities.** The information collection does not involve small businesses or small entities.

6. **Consequences of collecting the information less frequently.** We cannot conduct the information collection less frequently because it occurs only when an individual applies or is selected for a volunteer position. If we do not collect this information, it is more difficult to ensure that we can process applicants systematically and equitably throughout the agency.
7. **Special circumstances relating to the guidelines of 5 CFR 1320.5.** This is a voluntary information collection. We know of no circumstances that would require the data collection to be inconsistent with existing Federal guidelines contained in 5 CFR 1320.5.
8. **Comments in response to the Federal Register notice and efforts to consult outside the agency.** We published a notice request for comments for the proposed collection using the NA Form 6045 in the *Federal Register* on November 1, 2018 (83 FR 54945), inviting comment on the use of the form. We received no comments.
9. **Explanation of any payment or gift to respondents.** We do not provide a payment or gift to respondents for this information.
10. **Assurance of confidentiality provided to respondents.** We include a Privacy Act statement on each form. It clearly states that by NARA staff and designees use the provided information to process the application and ensure timely contact in emergencies. An existing Privacy Act system, NARA-26, Volunteer Files, covers these forms.
11. **Justification for sensitive questions.** The forms do not ask questions of a sensitive nature.
12. **Estimates of hour burden including annualized hourly costs.** We estimate the number of respondents for the NA Form 6045 to be 500 per year. We estimate the total hour burden at 208, based on each form taking no more than 25 minutes to read and complete (500 responses x 0.4166 hours per form). The annualized hourly cost to each respondent is \$3.13 (\$7.50 hourly salary rate x 0.4166 hours per form).
13. **Estimate of other total annual cost burden to respondents or recordkeepers.** There is no other cost burden to respondents. Respondents are not required to keep records.
14. **Annualized cost to the Federal government.** We estimate that the annual cost to the Government for this information collection is \$6,250 (\$30.00 hourly salary rate x 0.4166 hours per form x 500 forms).
15. **Explanation for program changes or adjustments.** There is a no change in burden.
16. **Plans for tabulation and publication and project time schedule.** We do not publish this information and use it only for internal program purposes.
17. **Reason(s) display of OMB expiration date is inappropriate.** We display the OMB expiration date for this information collection on the form.
18. **Exception to certification for Paperwork Reduction Act submission.** There are no exceptions to the certification statement in Item 19 of OMB Form 83-I, "Certification for Paperwork Reduction Act Submissions."