

SUPPORTING STATEMENT
Limited Facility Report
NA Form 16016
(OMB Control No. 3095-0073)

1. **Circumstances making the collection of information necessary.** The National Archives and Records Administration administers the National Archives Traveling Exhibits Service (NATES), 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 support of such exhibitions.

We developed NA Form 16016, Limited Facility Report, to serve as an application for use of our traveling exhibits and as a way to identify a venue's facility and environmental conditions, related to protecting the exhibit. We provide the form, requirements for exhibition security, and regulations to applicants. We need the information contained on this form to determine whether the proposed facility meets the criteria under NARA Directive 1612, Exhibition Loans and Traveling Exhibitions, to ensure the safety and security of the exhibits.

2. **Purpose and use of the information.** NATES evaluates the information provided on the NA Form 16016 to determine whether the proposed venue meets our criteria to host a limited security exhibition. We would not be able to make such exhibits available to the venue if we did not have the information for assessment purposes.
3. **Use of information technology and burden reduction.** We have attempted to simplify the information collection to minimize the burden on respondents by making it a fillable PDF with yes-no questions to reduce time and effort responding, and to allow electronic submission.
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 exhibit institutions like museums, libraries, and community centers and there is no cost.
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.** We have not consulted with people outside the agency on this information collection; however, we published a notice in the *Federal Register* on October 10, 2019 (84 FR 54646) inviting public comment on the information collection. We received no comments.
9. **Explanation of any payment or gift to respondents.** We provide no payment or gift to respondents for this information.
10. **Assurance of confidentiality provided to respondents.** We do not assure respondents of confidentiality.
11. **Justification for sensitive questions.** We are not asking questions of a sensitive nature.
12. **Estimates of annualized hour burden.** We estimate the annual burden hours are 75, based on 75 respondents per year and an estimate of 60 minutes per application to review the venue requirements and to complete the form. We estimate 75 respondents per year based on the number of exhibitions available per year. Respondents include a variety of organizations, ranging from museums, libraries, community centers, and not-for-profit organizations. 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, often once every three years. The request for approval is for one exhibit.
13. **Estimate of other total annual cost burden to respondents or recordkeepers.** There are no other costs to respondents.
14. **Annualized cost to the Federal Government.** We estimate the annual cost to the Federal Government at \$1,600. This cost includes \$100 for printing the form (some people prefer to fill out a paper 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.** We have not changed or adjusted the program.
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.** We will display the expiration date for OMB approval of this information collection 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.”