

**Supporting Statement
Presidential Library 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.
- 2 **Purpose and use of the information.** The Office of Presidential Libraries collects the information each time we receive a proposal to construct a new Presidential Library or to fund a material change or addition to an existing library wholly by gift. We use the information 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. We then forward the information 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.** We require certain portions of the information collection to be in electronic format, but with accompanying paper copies. “As-built drawings” are to be provided on an electronic drafting system (such as AutoCAD) along with three paper copies, comprised of one reproducible original and two prints. 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 the software dependency of the electronic drawings, we need the paper copies for long-term access, as the software may no longer be viable at a later date. 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.** We collect the information only when there is a proposal to establish a new Presidential library or to fund a material change or addition to an existing Presidential library wholly by gift. We cannot collect the information less frequently, consistent with 44 U.S.C. § 2112.
- 7 **Special circumstances relating to the guidelines of 5 CFR 1320.5.** We require that the Foundation provide four copies of the manufacturer's operation and maintenance manuals for each major system or item of equipment. This is necessary to ensure that both NARA and our contractors have the information we need to safely operate and properly maintain the machinery.
- 8 **Comments in response to the Federal Register notice and efforts to consult outside agency.** A Presidential library is proposed or established only once every four to eight years. Material changes or additions to libraries, funded wholly by gifts, also occur on an infrequent basis. Therefore, although we periodically consult the representatives of those submitting information, this may not occur as frequently as every three years. We published a *Federal Register* Notice on June 2, 2020 (85 FR 33740) inviting the public to comment, and we received no comments.
- 9 **Explanation of any payment or gift to respondents.** We provide no payment or gift to respondents for providing this information.
- 10 **Assurance of confidentiality provided to respondents.** We do not collect private or confidential information as part of this information collection, and therefore do not promise confidentiality.
- 11 **Justification for sensitive questions.** We do not ask questions of a sensitive nature.
- 12 **Estimates of hour burden including annualized hourly costs.** There is normally 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 eight, since the response is required no more frequently than once every four years; submissions are on the eight-year cycle. We estimate that a foundation will spend approximately 31 hours preparing information to submit 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. We estimate that the foundation will spend approximately \$200.00 on copies.

Party	Number of Hours	Hourly Rate	Total Costs
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.** We estimate the cost to the Federal Government is \$2,400.00, based on our estimate 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 are no changes or adjustments to report.
16. **Plans for tabulation and publication and project time schedule.** We will not publish the results of this information collection.
17. **Reason(s) display of OMB expiration date is inappropriate.** The information collection is contained in a regulation. We will state the expiration date of the OMB approval in the preamble to any final rule we issue that revises the regulation.
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."