

Supporting Statement
NA Form 3060, Voluntary Intern Agreement
NA Form 3060A, Voluntary Internship Application
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.** NARA is 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.

We use volunteer resources to enhance our services to the public and to further our mission of providing ready access to essential evidence and information. Volunteers assist in outreach and public programs and provide technical and research support for administrative, archival, library, and curatorial staff. We use a standard set of forms through which we recruit volunteer applicants and assess their qualifications. 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, and NA Form 6045c, Volunteer or Intern Confidentiality Statement.

In addition to Pathways internships, NARA also uses voluntary (unpaid) interns to create a pipeline; bring fresh perspectives and ideas; and serve as NARA brand ambassadors. This opportunity provides interns with training, experience, and skills that will prepare them for their careers; and prepares participants for future employment with NARA. Engaging interns also involves the use of NA Form 3060A, Voluntary Internship Application to collect information for intern qualifications. Upon selection, applicants fill out the NA Form 3060, Voluntary Internship Agreement, as well as the other forms listed above.

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, we 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. In the case of voluntary interns, we will also collect information necessary to determine their qualifications and verify their student status (which will allow us to verify their hours for university course credit or other degree requirements).
3. **Use of information technology and burden reduction.** We post the forms on our web site in a fillable PDF file that applicants may download, fill out, and print locally and may submit

the form to us by mail, email, fax, or in person. People who are unable to use the electronic form can request a paper application by phone, fax, or mail. We also display paper copies prominently at each facility for the convenience of visitors. 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. For interns, we post the form as a Section 508-compliant web form and provide contact information for troubleshooting and assistance.

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, and the information is not duplicated elsewhere.
5. **Impact on small businesses or other small entities.** The information collection does not have a significant impact on small businesses or other 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 and will reduce our ability to enroll volunteers, to their detriment and ours.
7. **Special circumstances relating to the guidelines of 5 CFR 1320.5.** This is a voluntary information collection. We collect this information in a manner consistent with the guidelines in 5 CFR 1320.5.
8. **Comments in response to the Federal Register notice and efforts to consult outside the agency.** We provided the public an opportunity to comment on the information in the *Federal Register* on April 25, 2024 (89 FR 31774). We received no comments.
9. **Explanation of any payment or gift to respondents.** We do not provide 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 we use the information respondents provide to process the application and ensure timely contact in emergencies. We maintain the collected information in an existing Privacy Act system, NARA 26, Volunteer Files. The SORN for this system was last published in full in December 2013 (78 FR 77255).
11. **Justification for sensitive questions.** We 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 Volunteer Service Application NA Form 6045 to be 500 per year. We estimate the total hour burden for applicant respondents at 208, based on the NA Form 6045 taking no more than 20 minutes to read and complete (500 responses x 0.3333 hours per form) The annualized hourly cost to each applicant respondent is \$2.50 (\$7.50 hourly salary rate x 0.3333 hours per form). If we select the applicant, they then read and sign two of the other forms and fill out basic contact information in emergencies (forms 6045a, 6045b, and

6045c). These three forms take about five minutes to complete (300 responses x 0.0833 hours for three forms), for a total hour burden for selectees of 25 for these forms. The annualized hourly cost to each selected respondent for these forms is \$.63 (\$7.50 hourly salary rate x 0.0833 hours per form).

Annual respondents for the Voluntary Internship Application NA Form 3060A are estimated at 500 per year. We estimate the total hour burden for applicant respondents at 208, based on the NA Form 3060A taking no more than 20 minutes to read and complete (500 responses x 0.3333 hours per form) The annualized hourly cost to each applicant respondent is \$2.50 (\$7.50 hourly salary rate x 0.3333 hours per form). The approximately 60 selected applicants must read and sign the two forms and emergency contact information as listed above, as well as one additional form (NA Form 3060). These four forms take about ten minutes to complete (60 responses x .166 hours for four forms), for a total hour burden for selectees of 10 for these forms. The annualized hourly cost to each selected respondent for these forms is \$1.25 (\$7.50 hourly salary rate x 0.166).

13. **Estimate of other total annual cost burden to respondents or recordkeepers.** Excluding the costs for time above, respondents incur no costs attributable to this information collection.
14. **Annualized cost to the Federal Government.** We estimate the annual cost to the Government for this information collection at \$6,250 (\$30.00 hourly salary rate x 0.4166 hours x 500 respondents).
15. **Explanation for program changes or adjustments.** We have added interns to this information collection in the spring of 2024 and estimate an additional 500 respondents.
16. **Plans for tabulation and publication and project time schedule.** We do not use this information collection for statistical publications.
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.