



Billing Code: 7515-01U

## **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

[NARA-2019-010]

Agency Information Collection Activities: Submission for OMB Review; Comment Request

**AGENCY:** National Archives and Records Administration (NARA).

**ACTION:** Notice.

**SUMMARY:** NARA is giving public notice that we have submitted to OMB for approval the information collections described in this notice. We invite comments on the proposed information collections pursuant to the Paperwork Reduction Act of 1995.

**DATES:** You must submit any comments to OMB in writing at the address below on or before [Insert date 30 days after date of publication in the Federal Register].

**ADDRESSES:** Send comments to Mr. Nicholas A. Fraser, Desk Officer for NARA; Office of Management and Budget; New Executive Office Building; Washington, DC 20503, by fax to 202-395-5167, or by email to [Nicholas\\_A.\\_Fraser@omb.eop.gov](mailto:Nicholas_A._Fraser@omb.eop.gov).

**FOR FURTHER INFORMATION CONTACT:** Tamee Fechhelm, by telephone at 301-837-1694 or by fax at 301-837-0319, to request additional information or copies of the proposed information collection and supporting statement.

**SUPPLEMENTARY INFORMATION:** Pursuant to the Paperwork Reduction Act of 1995 (Public Law 104-13), we invite the general public and other Federal agencies to comment on proposed information collections. We published a notice of proposed collection for these information collections on November 1, 2018 (83 FR 54945) and received no comments. As a result, we have now submitted the described information collections to OMB for approval.

In response to this notice, comments and suggestions should address one or more of the following points: (a) whether the proposed information collections are necessary for the proper performance of NARA's functions; (b) the accuracy of our estimate of the proposed information collections' burden; (c) ways to enhance the quality, utility, and clarity of the information to be collected; (d) ways to minimize the burden on respondents of the collection of information, including the use of information technology; and (e) whether small businesses are affected by these collections. In this notice, NARA is soliciting comments concerning the following information collections:

1. Title: Forms Relating to Civilian Service Records

OMB number: 3095-0037

Agency form number: NA Forms 13022, 13064, 13068

Type of review: Regular

Affected public: Former Federal civilian employees, their authorized representatives, state and local governments, and businesses

Estimated number of respondents: 32,060

Estimated time per response: 5 minutes

Frequency of response: On occasion, when individuals desire to acquire information from Federal civilian employee personnel or medical records

Estimated total annual burden hours: 2,671 hours

Abstract: In accordance with rules issued by the Office of Personnel Management, the National Personnel Records Center (NPRC) of the National Archives and Records Administration (NARA) administers Official Personnel Folders (OPF) and Employee Medical

Folders (EMF) of former Federal civilian employees. When former Federal civilian employees and other authorized individuals request information from or copies of documents in OPF or EMF, they must provide in forms or in letters certain information about the employee and the nature of the request. The NA Form 13022, Returned Request Form, is used to request additional information about the former Federal employee. The NA Form 13064, Reply to Request Involving Relief Agencies, is used to request additional information about the former relief agency employee. The NA Form 13068, Walk-In Request for OPM Records or Information, is used by members of the public, with proper authorization, to request a copy of a Personnel or Medical record.

2. Title: Volunteer Service Application

OMB number: 3095-0060

Agency form number: NA Forms 6045, 6045a, 6045b, and 6045c

Type of review: Regular

Affected public: Individuals or households

Estimated number of respondents: 500

Estimated time per response: 25 minutes

Frequency of response: On occasion

Estimated total annual burden hours: 208 hours

Abstract: 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. The NA Form 6045, Volunteer Service Application, is used by members of the public to signal their interest in being a NARA volunteer and to identify their qualifications for this work. Once the applicant has been selected, the 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, are filled out.

Swarnali Haldar,

Executive for Information Services/CIO.

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