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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-2024-030]

Agency Information Collection Activities: Proposed Collection; Comment Request

AGENCY: National Archives and Records Administration (NARA).

ACTION: Notice.

SUMMARY: We are proposing to request an extension from the Office of Management and Budget (OMB) of a currently approved information collection, 3095-0060, Volunteer Service Application (NA Form 6045), used by individuals who wish to volunteer at the National Archives Building, the National Archives at College Park, regional records services facilities, and Presidential libraries and a new form, Voluntary Internship Application (NA Form 3060A), used by individuals who wish to intern at the National Archives Building, the National Archives at College Park, regional records services facilities, and Presidential libraries. We invite you to comment on this proposed information collection pursuant to the Paperwork Reduction Act of 1995.

DATES: We must receive written comments on or before [INSERT DATE 60 DAYS AFTER PUBLICATION IN THE FEDERAL REGISTER].

ADDRESSES: Send comments to Paperwork Reduction Act Comments (MP), Room 4100; National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740-6001, or email them to tamee.fechhelm@nara.gov.

FOR FURTHER INFORMATION CONTACT: Tamee Fechhelm, Paperwork Reduction Act Officer, by email at tamee.fechhelm@nara.gov or by telephone at 301.837.1694 with requests for 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 public and other Federal agencies to comment on proposed

information collections. If you have comments or suggestions, they should address one or more of the following points: (a) whether the proposed information collection is necessary for NARA to properly perform its functions; (b) our estimate of the burden of the proposed information collection and its accuracy; (c) ways we could enhance the quality, utility, and clarity of the information we collect; (d) ways we could minimize the burden on respondents of collecting the information, including through information technology; and (e) whether the collection affects small businesses.

We will summarize any comments you submit and include the summary in our request for OMB approval. All comments will become a matter of public record.

In this notice, we solicit comments concerning the following information collection:

Title: Volunteer Service Application and Voluntary Internship Application

OMB number: 3095-0060

Agency form numbers: NA Form 6045 (Volunteer Service Application) and NA Form 3060A, Voluntary Internship Application

Type of review: Regular

Affected public: Individuals or households

Estimated number of respondents: 1,000

Estimated time per response: 25 minutes

Frequency of response: On occasion

Estimated total annual burden hours: 416 hours

Abstract: We use volunteer resources to enhance our services to the public and to further our 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, as well as other programs. We use a standard form for volunteers to apply and to assess the qualifications of potential volunteers. Members of the public who are interested in being a NARA volunteer use NA Form 6045, to signal their interest and to identify their

qualifications for the work. Once we have selected someone as a volunteer, they fill out 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.

Sheena Burrell,

Executive for Information Services/CIO.

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