

GENERAL RECORDS SCHEDULE 14

ITEM No.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
25	<p data-bbox="269 470 621 495">Privacy Act Request Files.</p> <p data-bbox="269 527 889 806">Files created in response to requests from individuals to gain access to their record or to any information in the records pertaining to them, as provided for under 5 U.S.C. 55 2a(d)(1) . Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy there of.</p> <p data-bbox="269 831 889 926">a. Correspondence and supporting documents (EXCLUDING the official if copy of the records requested if filed herein).</p> <p data-bbox="302 951 889 982">(1) Granting access to all the requested records.</p> <p data-bbox="302 1003 889 1136">(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p data-bbox="350 1161 670 1192">(a) Requests not appealed.</p> <p data-bbox="350 1213 621 1245">(b) Requests appealed.</p> <p data-bbox="302 1266 889 1329">(3) Denying access to all or part of the records requested.</p> <p data-bbox="350 1350 670 1381">(a) Requests not appealed.</p> <p data-bbox="350 1402 621 1434">(b) Requests appealed.</p> <p data-bbox="269 1455 776 1482">b. Official file copy of requested records.</p>	<p data-bbox="922 951 1349 982">Destroy 2 years after date of reply.</p> <p data-bbox="922 1161 1349 1192">Destroy 2 years after date of reply.</p> <p data-bbox="922 1213 1382 1245">Destroy as authorized under Item 26.</p> <p data-bbox="922 1350 1349 1381">Destroy 5 years after date of reply.</p> <p data-bbox="922 1402 1382 1434">Destroy as authorized under Item 26.</p> <p data-bbox="922 1455 1448 1587">Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.</p>
26	<p data-bbox="269 1665 751 1690">Privacy Act Amendment Case Files.</p> <p data-bbox="269 1724 889 1929">File relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action</p>	

brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

a. Requests to amend agreed to by agency. Includes individual's request to amend and/or review refusal to amend copies of agency's replies thereto and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.

b. Request to amend refused by agency. Includes individual's request to amend and to review refusal to amend copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever later.

c. Appealed requests to amend. Include all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.

Dispose of in accordance with the approved disposition instruction for related subject individual's record or 3 years after final adjudication by court, whichever is later.

27 Privacy Act Accounting of Disclosure Files.

File maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature and purpose of each disclosure of a record to any person or to another agency, including form for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Dispose of in accordance with the approved disposition instruction for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.

28 Privacy Act Control Files.

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.

a. Registers or listing.

Destroy 5 years after date of last entry.

b. Other files.

Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.

29 Privacy Act Reports Files.

Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and

Budget, and the Report on New Systems.

a. Annual reports at departmental or agency level.

Permanent. Offer to NARS with related agency records approved for permanent retention in agency record control schedule or when 15 years old, whichever is sooner.

b. Other reports.

Destroy when 2 years old.

30 Privacy Act General Administrative Files.

Record relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.

Destroy when 2 years old or sooner if no longer needed for administrative use.