

## Presidio Trust

## § 1008.2

the criteria of paragraph (a) of this section are met, fees will be reduced by twenty-five percent from the fees otherwise chargeable to the requester. In exceptional circumstances, and with the approval of the Executive Director, fees may be reduced below this level or waived entirely.

(c) *Notice of denial.* If a requested statutory fee waiver or reduction is denied, the requester shall be notified in writing. The notice shall include:

(1) A statement of the basis on which the waiver or reduction has been denied;

(2) A listing of the names and titles or positions of each person responsible for the denial; and

(3) A statement that the denial may be appealed to the Executive Director and a description of the procedures in §1007.7 for appeal.

### PART 1008—REQUESTS UNDER THE PRIVACY ACT

Sec.

- 1008.1 Purpose and scope.
- 1008.2 Definitions.
- 1008.3 Records subject to the Privacy Act.
- 1008.4 Standards for maintenance of records subject to the Privacy Act.
- 1008.5 Federal Register notices describing systems of records.
- 1008.6 Assuring integrity of records.
- 1008.7 Conduct of employees.
- 1008.8 Government contracts.
- 1008.9 Disclosure of records.
- 1008.10 Accounting for disclosures.
- 1008.11 Requests for notification of existence of records: Submission.
- 1008.12 Requests for notification of existence of records: Action on.
- 1008.13 Requests for access to records.
- 1008.14 Requests for access to records: Submission.
- 1008.15 Requests for access to records: Initial decision.
- 1008.16 Requests for notification of existence of records and for access to records: Appeals.
- 1008.17 Requests for access to records: Special situations.
- 1008.18 Amendment of records.
- 1008.19 Petitions for amendment: Submission and form.
- 1008.20 Petitions for amendment: Processing and initial decision.
- 1008.21 Petitions for amendment: Time limits for processing.
- 1008.22 Petitions for amendment: Appeals.
- 1008.23 Petitions for amendment: Action on appeals.

1008.24 Statements of disagreement.

AUTHORITY: Pub. L. 104-333, 110 Stat. 4097 (16 U.S.C. 460bb note); 5 U.S.C. 552a.

SOURCE: 63 FR 71779, Dec. 30, 1998, unless otherwise noted.

#### § 1008.1 Purpose and scope.

This part contains the regulations of the Presidio Trust implementing section 3 of the Privacy Act. Sections 1008.3 through 1008.10 describe the procedures and policies of the Presidio Trust concerning maintenance of records which are subject to the Privacy Act. Sections 1008.11 through 1008.17 describe the procedure under which individuals may determine whether systems of records subject to the Privacy Act contain records relating to them and the procedure under which they may seek access to existing records. Sections 1008.18 through 1008.24 describe the procedure under which individuals may petition for amendment of records subject to the Privacy Act relating to them.

#### § 1008.2 Definitions.

The following terms have the following meanings as used in this part:

*Individual* means a citizen of the United States or an alien lawfully admitted for permanent residence.

*Maintain* means maintain, collect, use or disseminate.

*Privacy Act* means 5 U.S.C. 552a.

*Privacy Act Officer* means the Presidio Trust official charged with responsibility for carrying out the functions assigned in this part.

*Record* means any item, collection, or grouping of information about an individual that is maintained by the Presidio Trust, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print, or a photograph. Related definitions include:

(1) *System of records* means a group of any records under the control of the Presidio Trust from which information is retrieved by the name of the individual or by some identifying number,