

business submitter requests, and provides acceptable justification for, a specific notice period of greater duration.

(4) Whenever possible, the submitter's claim of confidentiality should be supported by a statement or certification by an officer or authorized representative of the company that the information in question is in fact confidential commercial or financial information and has not been disclosed to the public.

(d) *Opportunity to object to disclosure.* Through the notice described in paragraph (b) of this section, a component shall afford a business submitter ten working days within which to provide the component with a detailed statement of any objection to disclosure. Such statement shall specify all grounds for withholding any of the information under any exemption of the Freedom of Information Act and, in the case of Exemption 4, shall demonstrate why the information is contended to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by a business submitter pursuant to this paragraph may itself be subject to disclosure under the FOIA. When notice is given to a submitter under this section, the requester will be advised that such notice has been given to the submitter. The requester will be further advised that a delay in responding to the request may be considered a denial of access to records and that the requester may proceed with an administrative appeal or seek judicial review, if appropriate. However, the requester will be invited to agree to a voluntary extension of time so that the component may review the business submitter's objection to disclosure.

(e) *Notice of intent to disclose.* A component shall consider carefully a business submitter's objections and specific grounds for nondisclosure prior to determining whether to disclose business information. Whenever a component decides to disclose business information over the objection of a business submitter, the component shall forward to the business submitter a written notice which shall include:

(1) Statement of the reasons for which the business submitter's disclosure objections were not sustained;

(2) A description of the business information to be disclosed; and

(3) A specified disclosure date, which is ten working days after the notice of the final decision to release the requested information has been mailed to the submitter. A copy of the disclosure notice shall be forwarded to the requester at the same time.

(f) *Notice of FOIA lawsuit.* Wherever a requester brings suit seeking to compel disclosure of business information covered by paragraph (c) of this section, the component shall promptly notify the business submitter.

(g) *Exception to notice requirement.* The notice requirements of this section shall not apply if:

(1) The component determines that the information shall not be disclosed;

(2) The information lawfully has been published or otherwise made available to the public.

(3) Disclosure of the information is required by law (other than 5 U.S.C. 552); or

(4) The information was acquired in the course of a lawful investigation of a possible violation of criminal law.

§ 1.7 Fees for services.

(a) *In general.* (1) This fee schedule is applicable uniformly to all components of the Department of the Treasury and supersedes fee schedules published by any component of the Department. Specific levels of fees are prescribed for each of the following categories of requesters. (Requesters are required to identify what category they belong to in their initial request in accordance with § 1.5(c)).

(i) *Commercial use requesters.* These requesters are assessed charges which recover the full direct costs of searching, reviewing, and duplicating the records sought. Commercial use requesters are entitled to neither two hours of free search time nor 100 free pages of reproduction of documents. Moreover, when a request is received for disclosure that is primarily in the commercial interest of the requester, the Department is not required to consider a request for a waiver or reduction of fees based upon the assertion that disclosure would be

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in the public interest. The Department may recover the cost of searching for and reviewing records even if there is ultimately no disclosure of records. Requesters must reasonably describe the records sought.

(ii) *Educational and non-commercial scientific institution requesters.* Documents shall be provided to requesters in this category for the cost of reproduction alone, excluding charges for the first 100 pages. To be eligible, requesters must show that the request is made under the auspices of a qualifying institution and that the records are not sought for a commercial use, but are sought in furtherance of scholarly (if the request is from an educational institution) or scientific (if the request is from a non-commercial scientific institution) research. Requesters eligible for free search must reasonably describe the records sought.

(iii) *Requesters who are representatives of the news media.* Documents shall be provided to requesters in this category for the cost of reproduction alone, excluding charges for the first 100 pages. Requesters eligible for free search must reasonably describe the records sought.

(iv) *All other requesters.* Requesters who do not fit any of the categories described in this subsection shall be charged fees that will recover the full direct cost of searching for and reproducing records that are responsive to the request, except that the first 100 pages of reproduction and the first two hours of search time shall be furnished without charge. The Department may recover the cost of searching for records even if there is ultimately no disclosure of records. Requests from record subjects for records about themselves filed in the Department's systems of records will continue to be treated under the fee provisions of the Privacy Act of 1974 which permit fees only for reproduction. Requesters must reasonably describe the records sought.

(2) *Definition of search, duplication, and review.* The search, duplication, and review services for which fees shall be charged in accordance with the category of requester are defined as follows:

(i) *Search.* The term "search" includes all time spent looking for mate-

rial that is responsive to a request, including page-by-page or line-by-line identification of material within documents. Searches may be done manually or by computer using existing programming.

(ii) *Duplication.* The term "duplication" refers to the process of making a copy of a document in order to respond to a FOIA request. Such copies can take the form of paper copy, microform, audio-visual materials, or machine readable documentation (e.g., magnetic tape or disk), among others.

(iii) *Review.* The term "review" refers to the process of examining documents located in response to a commercial use request to determine whether any portion of any document located is permitted to be withheld. It also includes processing any documents for disclosure, e.g., doing all that is necessary to excise them and otherwise prepare them for release.

(3) *Aggregating requests.* When the Department or a component of the Department reasonably believes that a requester or group of requesters is attempting to break a request down into a series of requests for the purpose of evading the assessment of fees, the agency shall aggregate any such requests and charge accordingly.

(4) *Publications available for sale through the Government Printing Office.* While certain publications which are available for sale through the Government Printing Office may be placed on the shelves of the reading rooms and similar public inspection facilities, such publications will not be available for sale there. Persons desiring to purchase such publications should contact the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. However, copies of pages of such publications may be obtained at those facilities in accordance with the schedule of fees set forth in paragraph (g) of this section.

(b) *When fees are charged.* (1) No fee will be charged for monitoring a requester's inspection of records.

(2) Fees shall be charged in accordance with the schedule contained in paragraph (g) of this section for services rendered in responding to requests for records, unless any one of the following applies:

(i) Services were performed without charge;

(ii) The cost of collecting a fee would be equal to or greater than the fee itself; or,

(iii) The fees were waived or reduced in accordance with paragraphs (c) or (d) of this section.

(c) *Services performed without charge.* The heads of components of their delegates are authorized to determine, under the rulemaking procedures of 5 U.S.C. 553, which classes of records under their control may be provided to the public without charge, or at a reduced charge.

(d) *Waiver or reduction of fees.* (1) Fees may be waived or reduced on a case by case basis in accordance with this paragraph by the official who determines the availability of the records, provided such waiver or reduction has been requested in writing. Fees shall be waived or reduced by this official when it is determined, based upon the submission of the requester, that a waiver or reduction of the fees is in the public interest because furnishing the information is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

(2) Normally no charge shall be made for providing records to Federal, state or foreign governments, international governmental organizations, or local governmental agencies or offices.

(3) Appeals from denials of requests for waiver or reduction of fees shall be decided in accordance with the criteria set forth in paragraph (d)(1) of this section by the official authorized to decide appeals from denials of access to records. Appeals shall be addressed in writing to such official within 35 days of the denial of the initial request for waiver or reduction and shall be decided promptly.

(4) Appeals from an adverse determination of the requester's category as described in §1.5(c)(1) and provided in §1.5(h)(1) shall be decided by the official authorized to decide appeals from denials of access to records and shall be based upon a review of the requester's submission and the component's own records. Appeals shall be addressed in writing to such official within 35 days

of the component's determination of the requester's category and shall be decided promptly.

(e) *Avoidance of unexpected fees.* In order to protect the requester from unexpected fees, all requests for records shall state the agreement of the requester to pay the fees determined in accordance with paragraph (g) of this section and qualified by the limitations in paragraph (a) of this section or state the amount which the requester has set as an acceptable upper limit he or she is willing to pay to cover the costs of processing the request.

(1) When the fees for processing the request are estimated by the component of the Department of the Treasury to exceed the limit set by the requester, and that amount is less than \$250, the requester shall be notified of the estimated costs. In addition, the requester shall also be given an opportunity to reformulate the request in an attempt to reduce fees and still provide the requester with the documents sought.

(2) When the requester has failed to state a limit and the costs are estimated to exceed \$250.00 and the relevant component has not then determined to waive or reduce the fees, a notice shall be sent to the requester. This notice shall:

(i) Inform the requester of the estimated costs;

(ii) Extend an offer to the requester to confer with personnel of the relevant component of the Department of the Treasury in an attempt to reformulate the request in a manner which will reduce the fees and still meet the needs of the requester.

(3) When the Department or a component of the Department acts under paragraph (e)(1) or (2) of this section, the administrative time limits of 10 working days from receipt of initial requests and 20 working days from receipt of appeals from initial denial plus extensions of these time limits will begin only after fees have been paid or a request reformulated.

(f) *Form of payment.* (1) Payment shall be made by check or money order payable to the order of the Treasury of the United States or that relevant component of the Department of the Treasury.

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(2) The Department of the Treasury reserves the right to request prepayment after a request is processed and before documents are released.

(3) When costs are estimated or determined to exceed \$250, the Department shall notify the requester of the likely cost and obtain satisfactory assurance of full payment where the requester has a history of prompt payment of FOIA fees or require a requester to make an advance payment of the entire fee before continuing to process the request in the case of requesters with no history of payment.

(4) If a requester has previously failed to pay a fee in a timely fashion (*i.e.* within 30 days of the date of the billing), the requester shall be required to pay the full amount owed plus any applicable interest (31 U.S.C. 3717), and to make an advance payment of the full amount of the estimated fee before the Department begins to process a new request or the pending request. Whenever interest is charged, the Department shall begin assessing interest on the 31st day following the day on which billing was sent. Interest will be at the rate prescribed in 31 U.S.C. 3717. In addition, the Department will take all steps authorized by the Debt Collection Act of 1982, including administrative offset pursuant to 31 CFR part 4, disclosure to consumer reporting agencies and use of collection agencies, to encourage repayment.

(g) *Amounts to be charged for specified services.* The fees for services performed by the relevant component of the Department of the Treasury shall be imposed and collected as set forth in this paragraph. Should services other than those described be requested and rendered, appropriate fees shall be established by the head of the relevant component of the Department, or a delegate, and such fees shall be imposed and collected, but subject to the constraints imposed by 5 U.S.C. 552(a)(4)(A).

(1) *Copying records.* All requesters, except commercial requesters, will receive the first 100 pages duplicated without charge. Absent a determination to waive fees, a component shall charge requesters as follows:

(i) \$.15 per copy of each page, up to 8½×14", made by photocopy or similar process.

(ii) Photographs, films, and other materials—actual cost of reproduction.

(iii) Other types of duplication services not mentioned above—actual cost.

(iv) Records may be released to a private contractor for copying and the requester will be charged the actual cost of duplication charged by the private contractor.

(2) *Search services.* Educational and non-commercial scientific requesters and members of the news media shall not be charged for any search time. Other requesters, who are not commercial requesters, shall not be charged for the first two hours of search time. Components shall charge for search services consistent with the following:

(i) *Searches other than for computerized records.* The Department shall charge for records at the salary rate(s) (*i.e.* basic pay plus 16 percent) of the employee(s) making the search. However, where a single class of personnel is used exclusively (*e.g.*, all administrative/clerical, or all professional/executive), an average rate for the range of grades typically involved may be established. This charge shall include transportation of personnel and records necessary to the search at actual cost.

(ii) *Searches for computerized records.* Actual direct cost of the search, including computer search time, runs, and the operator's salary. The fee for computer printouts will be actual costs.

(3) *Review of records.* The Department shall charge commercial use requesters for review of records at the initial administration level at the salary rate(s) (*i.e.* basic pay plus 16 percent) of the employee(s) making the review. However, when a single class of personnel is used exclusively (*e.g.*, all administrative/clerical, or all professional/executive), components may establish an average rate for the range of grades typically involved.

(4) *Inspection of documents.* Fees for all services provided will be charged whenever a component must make copies available to the requester for inspection.

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(5) *Other services.* Other services and materials requested which are not covered by this part nor required by the FOIA are chargeable at the actual cost to the Department. This includes, but is not limited to:

- (i) Certifying that records are true copies;
- (ii) Sending records by special methods such as express mail, etc.

APPENDICES TO SUBPART A

APPENDIX A—DEPARTMENTAL OFFICES

1. *In general.* This appendix applies to the Departmental Offices as defined in 31 CFR 1.1(d)(1). It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process.

2. *Public reading room.* The public reading room for the Departmental Offices is maintained at the following location:

Library, Room 5030, Main Treasury Building, 1500 Pennsylvania Avenue NW., Washington, DC 20220.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records of the Departmental Offices will be made by the head of the organizational unit having immediate custody of the records requested or the delegate of such official. Requests for records should be addressed to: Freedom of Information Request, D.O., Chief, Disclosure Branch, Department of the Treasury, 1500 Pennsylvania Avenue NW., Washington, DC 20220.

Requests may be delivered in person to the Main Treasury Building, Room 5030, 1500 Pennsylvania Avenue NW., Washington, DC.

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) with respect to

records of the Departmental Offices will be made by the Secretary, Deputy Secretary, Under Secretary, General Counsel, or Assistant Secretary having jurisdiction over the organizational unit which has immediate custody of the records requested, or the delegate of such officer. Appeals made by mail should be addressed to: Freedom of Information Appeal, D.O., Chief, Disclosure Branch, Department of the Treasury, 1500 Pennsylvania Avenue NW., Washington, DC 20220.

Appeals may be delivered personally to the Main Treasury Building, Room 5030, 1500 Pennsylvania Avenue NW., Washington, DC.

5. *Delivery of process.* Service of process will be received by the General Counsel of the Department of the Treasury or the delegate of such officer and shall be delivered to the following location: General Counsel, Department of the Treasury, Room 3000, Main Treasury Building, 1500 Pennsylvania Avenue NW., Washington, DC 20220.

APPENDIX B—INTERNAL REVENUE SERVICE

1. *In general.* This appendix applies to Internal Revenue Service. It identifies the location of the public reading room at which the following documents of the Internal Revenue Service are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process. For additional rules issued with respect to the Internal Revenue Service, see 26 CFR 601.701 and 601.702.

2. *Public reading room.* The public reading room for the Internal Revenue Service is maintained at the following location: Room 1569, 1111 Constitution Avenue NW., Washington DC.

Mailing address: Internal Revenue Service, P.O. Box 338, Ben Franklin Station, Washington, DC 20044.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to

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grant requests for records of the Internal Revenue Service will be made by those officials specified in 26 CFR 601.702.

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) with respect to records of the Internal Revenue Service will be made by the Commissioner of Internal Revenue or the delegate of such officer. Appeals made by mail should be addressed to:

Freedom of Information Appeal, Commissioner of Internal Revenue Service, c/o Ben Franklin Station, P.O. Box 929, Washington, DC 20044.

Appeals may be delivered personally to the Director of the Disclosure Litigation Division, Office of the Chief Counsel, Internal Revenue Building, 1111 Constitution Avenue NW., Washington, DC.

5. *Delivery of process.* Service of process will be received by the Commissioner of Internal Revenue at the following address:

Commissioner, Internal Revenue Service, 1111 Constitution Avenue NW., Washington, DC 20224. Attention: CC:A:OS.

APPENDIX C—UNITED STATES CUSTOMS SERVICE

1. *In general.* This appendix applies to the United States Customs Service. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: a description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process. For additional rules issued specifically with respect to the United States Customs Service, see 19 CFR part 103.

2. *Public reading rooms.* Public reading rooms for the United States Customs Service are maintained at the following locations:

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Headquarters

United States Customs Service, 1301 Constitution Avenue NW., Washington, DC 20229.

Regions

Northeast: 100 Summer Street, Boston, MA 02110.

New York: 6 World Trade Center, New York, NY 10048.

Southeast: 99 Southeast 5th Street, Miami, FL 33131.

South Central: 423 Canal Street, New Orleans, LA 70130.

Southwest: 5850 San Felipe Street, Houston, TX 77057.

Pacific: 300 North Los Angeles Street, Los Angeles, CA 90012.

North Central: 55 East Monroe Street, Chicago, IL 60603.

3. *Requests for records—(a) Headquarters.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records will be made by the appropriate Division Director at Customs Service Headquarters having custody of or functional jurisdiction over the subject matter of the requested records. If the request relates to records maintained in an office which is not within a division, the initial determination shall be made by the individual designated for that purpose by the Assistant Commissioner or Comptroller, having responsibility for that office. Requests may be mailed or delivered in person to: Freedom of Information Act Request, Chief, Disclosure Law Branch, U.S. Customs Service, 1301 Constitution Avenue NW., Washington, DC 20229.

(b) *Regional Offices.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records will be made by the Regional Commissioner of Customs in whose region the records are maintained. Requests may be mailed or delivered personally to the respective Regional Commissioner at the following regional locations:

Northeast: 100 Summer Street, Boston, MA 02110.

New York: 6 World Trade Center, New York, NY 10048.

Southeast: 99 Southeast 5th Street, Miami, FL 33131.

South Central: 423 Canal Street, New Orleans, LA 70130.

Southwest: 5850 San Felipe Street, Houston, TX 77057.

Pacific: 300 North Los Angeles Street, Los Angeles, CA 90012.

North Central: 55 East Monroe Street, Chicago, IL 60603.

Any substantive denial of an initial request for information under 31 CFR 1.5(g) will be made by the appropriate Division Director at Customs Service Headquarters having custody of or functional jurisdiction over the

subject matter of the requested records. If the request relates to records maintained in an office which is not within a division, the initial determination shall be made by the individual designated for that purpose by the Assistant Commissioner or Comptroller having responsibility for that office.

(c) All such requests should be conspicuously labeled on the face of the envelope, "Freedom of Information Act Request" or "FOIA Request".

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) will be made by the Commissioner of Customs, and all such appeals should be mailed or personally delivered to the United States Customs Service, 1301 Constitution Avenue NW., Washington, DC 20229.

5. *Delivery of process.* Service of process will be received by the Chief Counsel, United States Customs Service, 1301 Constitution Avenue NW., Washington, DC 20229.

APPENDIX D—UNITED STATES SECRET SERVICE

1. *In general.* This appendix applies to the United States Secret Service. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process. For additional rules issued specifically with respect to the United States Secret Service, see 31 CFR parts 401 through 408.

2. *Public reading room.* The United States Secret Service will provide a room on an ad hoc basis when necessary. Contact the Disclosure Officer, Room 720, 1800 G Street NW., Washington, DC 20223 to make appointments.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records of the United States Secret Service will be made by the Freedom of Information and Privacy Acts

Officer, United States Secret Service. Requests may be mailed or delivered in person to: Freedom of Information Act Request, FOI and Privacy Acts Officer, U.S. Secret Service, Room 720, 1800 G Street, NW., Washington, DC 20223.

4. *Administrative appeal of initial determinations under 31 CFR 1.5(h)* with respect to records of the United States Secret Service will be made by the Deputy Director, United States Secret Service. Appeals should be addressed to: Freedom of Information Appeal, Deputy Director, United States Secret Service, Room 941, 1800 G Street, NW., Washington, DC 20223.

5. *Delivery of process.* Service of process will be received by the United States Secret Service Chief Counsel at the following address: Chief Counsel, United States Secret Service, 1800 G Street NW., Room 842, Washington, DC 20223.

APPENDIX E—BUREAU OF ALCOHOL, TOBACCO, AND FIREARMS

1. *In general.* This appendix applies to the Bureau of Alcohol, Tobacco, and Firearms. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process. For additional rules issued specifically with respect to the Bureau of Alcohol, Tobacco, and Firearms, see 27 CFR part 71.

2. *Public reading room.* The Bureau of Alcohol, Tobacco, and Firearms will make materials available for review on an ad hoc basis when necessary. Contact the Chief, Disclosure Branch, Bureau of Alcohol, Tobacco, and Firearms, 1200 Pennsylvania Avenue, NW., Washington, DC 20226.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records of the Bureau of Alcohol, Tobacco, and Firearms will be made

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by the Chief, Disclosure Branch, Office of Assistant Director (Congressional and Media Affairs) or the delegate of such officer. Requests may be mailed or delivered in person to: Freedom of Information Act Request, Chief, Disclosure Branch, Bureau of Alcohol, Tobacco, and Firearms, 1200 Pennsylvania Avenue, NW., Room 4406, Washington, DC 20226.

4. *Administrative appeal of initial determination to deny records.* Appellate determination under 31 CFR 1.5(h) with respect to records of the Bureau of Alcohol, Tobacco, and Firearms will be made by the Director of the Bureau of Alcohol, Tobacco, and Firearms or the delegate of such officer.

Appeals may be mailed or delivered in person to: Freedom of Information Appeal, Director, Bureau of Alcohol, Tobacco, and Firearms, 1200 Pennsylvania Avenue, NW., Washington, DC 20226.

5. *Delivery of process.* Service of process will be received by the Director of the Bureau of Alcohol, Tobacco, and Firearms at the following location: Director, Bureau of Alcohol, Tobacco, and Firearms, 1200 Pennsylvania Avenue, NW., Washington, DC 20226, Attention: Chief Counsel.

APPENDIX F—BUREAU OF ENGRAVING AND PRINTING

1. *In general.* This appendix applies to the Bureau of Engraving and Printing. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process.

2. *Public reading room.* No room has been set aside for this purpose. The Bureau of Engraving and Printing will make materials available for review on an ad hoc basis when necessary. Contact the Disclosure Officer, 14th and C Street, SW., Washington, DC 20228, to make an appointment.

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3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records of the Bureau of Engraving and Printing will be made by the Executive Assistant to the Director. Requests may be mailed or delivered in person to: Freedom of Information Act Request, Disclosure Officer, (Executive Assistant to the Director), Room 104–18M, Bureau of Engraving and Printing, Washington, DC 20228.

4. *Administrative appeal of initial determination under 31 CFR 1.5(h) with respect to records of the Bureau of Engraving and Printing will be made by the Director of the Bureau of Engraving and Printing or the delegate of the Director.* Appeals may be mailed or delivered in person to: Freedom of Information Appeal, Director, Bureau of Engraving and Printing, 14th and C Streets, SW., Room 118–M, Washington, DC 20228.

5. *Delivery of process.* Service of process will be received by the Chief Counsel or the delegate of such officer at the following location: Chief Counsel, Bureau of Engraving and Printing, 14th and C Streets, SW., Room 109–M, Washington, DC 20228.

APPENDIX G—FINANCIAL MANAGEMENT SERVICE

1. *In general.* This appendix applies to the Financial Management Service. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process. For additional rules issued specifically with respect to Financial Management Service, see 31 CFR part 270.

2. *Public reading room.* The public reading room for the Financial Management Service is maintained at the following location: Library, Room 5030, Main Treasury Building, 1500 Pennsylvania Avenue NW., Washington, DC 20220.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) whether to grant requests for records will be made by the Disclosure Officer, Financial Management Service. Requests may be mailed or delivered in person to: Freedom of Information Request, Disclosure Officer, Financial Management Service, Room 108, Treasury Department, Annex No. 1, Pennsylvania Avenue and Madison Place, NW., Washington, DC 20226.

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) will be made by the Commissioner, Financial Management Service. Appeals may be mailed to: Freedom of Information Appeal (FOIA), Commissioner, Financial Management Service, Department of the Treasury, Annex No. 1, Washington, DC 20226.

Appeals may be delivered personally to the Office of the Commissioner, Financial Management Service, Room 618, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, NW., Washington, DC.

5. *Delivery of process.* Service of process will be received by the Commissioner, Financial Management Service, and shall be delivered to: Commissioner, Financial Management Service, Department of the Treasury, Room 618, Treasury Annex No. 1, Pennsylvania Avenue and Madison Place, NW., Washington, DC 20226.

APPENDIX H—UNITED STATES MINT

1. *In general.* This appendix applies to the United States Mint. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process. For additional rules issued specifically with respect to the United States Mint, see 31 CFR part 92.

2. *Public reading room.* No room has been set aside for this purpose. The U.S. Mint will

provide a room on an ad hoc basis when necessary. Contact the Disclosure Officer, Judiciary Square Building, 633 3rd Street, NW., Washington, DC 20220.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records of the United States Mint will be made by the Associate Director for Policy and Management, United States Mint. Requests may be mailed or delivered in person to: Freedom of Information Act Request, Chief, Administrative Programs Division, United States Mint, Department of the Treasury, Judiciary Square Building, 633 3rd Street, NW., Washington, DC 20220.

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) with respect to records of the United States Mint will be made by the Director of the Mint. Appeals made by mail should be addressed to: Freedom of Information Appeal, Director of the Mint, Department of the Treasury, Judiciary Square Building, 633 3rd Street, NW., Washington, DC 20220.

5. *Delivery of process.* Service of process will be received by the Director of the Mint and shall be delivered to: Director of the Mint, Judiciary Square Building, 633 3rd Street NW., Washington, DC 20220.

APPENDIX I—BUREAU OF THE PUBLIC DEBT

1. *In general.* This appendix applies to the Bureau of the Public Debt. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process. For additional rules issued specifically with respect to the Bureau of the Public Debt, see 31 CFR part 323.

2. *Public reading room.* The public reading room for the Bureau of the Public Debt is

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maintained at the following location: Library, Room 5030, Main Treasury Building, 1500 Pennsylvania Avenue NW., Washington, DC 20220.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records will be made by the Information Officer of the Bureau of the Public Debt. Requests may be mailed or delivered in person to: Freedom of Information Act Request, Information Officer, Bureau of the Public Debt, Department of the Treasury, 999 E Street NW., Room 553, Washington, DC, 20239.

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) with respect to records of the Bureau of the Public Debt will be made by the Commissioner of the Public Debt. Appeals made by mail should be addressed to: Freedom of Information Appeal, Commissioner, Bureau of the Public Debt, Department of the Treasury, Washington, DC 20239.

5. *Delivery of process.* Service of process will be received by the Chief Counsel, Bureau of the Public Debt, and shall be delivered to the following location: Chief Counsel, Bureau of the Public Debt, Room 503, 999 E Street NW., Washington, DC 20239.

APPENDIX J—OFFICE OF THE
COMPTROLLER OF THE CURRENCY

1. *In general.* This appendix applies to the Office of the Comptroller of the Currency. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: a description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process. For additional rules issued specifically with respect to the Office of the Comptroller of the Currency, see 12 CFR part 4.

2. *Public reading room.* The Office of the Comptroller of the Currency will make materials available for review on an ad hoc

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basis when necessary. Contact the Disclosure Officer, Communications Division, Office of the Comptroller of the Currency, 250 E Street, SW, Washington, DC 20219.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) whether to grant requests for records of the Office of the Comptroller of the Currency will be made by the Director of Communications or that person's delegate. Requests may be mailed or delivered in person to: Disclosure Officer, Communications Division, Office of the Comptroller of the Currency, 250 E Street, SW, Washington, DC 20219.

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) with respect to records of the Office of the Comptroller of the Currency will be made by the Comptroller or the Comptroller's delegate. Appeals may be mailed or delivered in person to: Disclosure Officer, Communications Division, Office of the Comptroller of the Currency, 250 E Street, SW, Washington, DC 20219.

5. *Delivery of process.* Service of process shall be delivered to the Chief Counsel or the Chief Counsel's delegate at the following location: Office of the Comptroller of the Currency, 250 E Street, SW, Washington, DC 20219.

[52 FR 26305, July 14, 1987, as amended at 60 FR 57333, Nov. 15, 1995]

APPENDIX K—UNITED STATES SAVINGS
BOND DIVISION

1. *In general.* This appendix applies to the United States Savings Bond Division. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process.

Office of the Secretary of the Treasury

2. *Public reading room.* The public reading room for the United States Savings Bond Division is maintained at the following location: Library, Room 5030, Main Treasury Building, 1500 Pennsylvania Ave NW., Washington DC 20220.

3. *Requests for records.* (a) Initial determinations under 31 CFR 1.5(g) whether to grant requests for records relating to the substantive Savings Bond Program, such as records relating to ownership of and transactions in savings bonds, will be made by the Information Officer of the Bureau of Public Debt. Requests may be mailed or delivered in person to: Freedom of Information Act Request, Information Officer, Bureau of the Public Debt, Room 300, Washington Building, 1435 G Street NW., Washington 20226.

(b) Initial determinations under 31 CFR 1.5(g) whether to grant requests for other records of the United States Savings Bond Division, such as personnel records or records relating to the internal management of the Division, will be made by the Director of Public Affairs, United States Savings Bond Division. Requests made by mail should be addressed to: Freedom of Information Act Request, Director of Public Affairs, U.S. Savings Bond Division, Department of the Treasury, Washington, DC 20226.

Requests may be delivered in person to the Office of the Director, U.S. Savings Bond Division, Room 257 1111 20th Street NW., Washington, DC.

4. *Administrative appeal of determination to deny records.* (a) Appellate determinations under 31 CFR 1.5(h) with respect to records, access to which has been denied by the Information Officer of the Bureau of the Public Debt, will be made by the Commissioner, Bureau of the Public Debt. Appeals made by mail should be addressed to: Freedom of Information Appeal, Commissioner Bureau of the Public Debt, Department of the Treasury, Washington, DC 20226.

Appeals may be delivered in person to the Office of the Information Officer, Room 300, Washington Building, 1435 G Street NW., Washington, DC.

(b) Appellate determinations under 31 CFR 1.5(h) with respect to records, access to which has been denied by the Director of Public Affairs, United States Savings Bond Division, will be made by the National Director, United States Savings Bond Division. Requests made by mail should be addressed to: Freedom of Information Appeal, National Director, Department of the Treasury, Washington, DC 20226.

Requests may be delivered personally to the office of the Deputy National Director, Room 317, 1111 20th Street NW., Washington, DC.

5. *Delivery of process.* Service of process will be received by the Commissioner, Bureau of the Public Debt and shall be delivered to such officer at the following location: Com-

missioner, Bureau of the Public Debt, Room 300, Washington Bldg., 1435 G Street NW., Washington, DC 20226.

APPENDIX L—FEDERAL LAW ENFORCEMENT TRAINING CENTER

1. *In general.* This appendix applies to the Federal Law Enforcement Training Center. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: A description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; substantive rules and statements of general policy and interpretations adopted by the agency; and each amendment, revision, or repeal of the foregoing; final adjudications of cases; statements of policy and interpretations which have been adopted by the agency and are not published in the FEDERAL REGISTER; administrative staff manuals and instructions to staff that affect a member of the public. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process.

2. *Public reading room.* The public reading room for the Federal Law Enforcement Training Center is maintained at the following location: Library, Building 262, Federal Law Enforcement Training Center, Glynco, GA 31524.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records will be made by the Director, Federal Law Enforcement Training Center. Requests made by mail should be addressed to:

Freedom of Information Act Request, Freedom of Information Act Officer, Federal Law Enforcement Training Center, Department of the Treasury, Building 94, Glynco, GA 31524.

Requests may be delivered personally to the Library, Federal Law Enforcement Training Center, Building 94, Glynco, GA.

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) with respect to records of the consolidated Federal Law Enforcement Training Center will be made by the Assistant Secretary (Enforcement). Appeals may be mailed or delivered in person to: Freedom of Information Appeal, Assistant Secretary (Enforcement), Department of the Treasury, 1500 Pennsylvania Avenue

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NW., Room 4312, Room 3448, Washington, DC 20220.

5. *Delivery of process.* Service of process will be received by the General Counsel of the Department of the Treasury, or his delegate, and shall be delivered to such officer at the following location: General Counsel, Department of the Treasury, Room 3000, Main Treasury Building, 1500 Pennsylvania Avenue NW., Washington, DC 20220.

APPENDIX M—OFFICE OF THRIFT SUPERVISION

1. *In general.* This appendix applies to the Office of Thrift Supervision. It identifies the location of the public reading room at which the following documents are available for public inspection and copying: Description of the central and field offices; the established places where the public may obtain information, decisions, statements of the general course and method by which functions are channeled and determined; rules of procedure, descriptions of forms and where they may be obtained; final adjudications of cases; instructions to staff that affect a member of the public; filings under the Security Exchange Act of 1934; consent agreements in enforcement matters; pleadings, opinions and decisions in administrative adjudications; Regulatory and Thrift Bulletins; Chief Counsel Opinions, substantive rules and statements of general policy and interpretations adopted by the agency, and each amendment, revisions, or repeal of the foregoing, including those which have not been published in the FEDERAL REGISTER; draft rules and comment letters, and final Orders of the Director. Office of Thrift Supervision (OTS) regulatory handbooks and other publications are available for sale. Information may be obtained by calling the OTS Order Department at (301) 645-6264. OTS regulatory handbook and other publications may be purchased by forwarding a request, along with a check to: OTS Order Department, P.O. Box 753, Waldorf, MD 20604 or by calling (301) 645-6264 to pay by VISA or MASTERCARD. In addition, the appendix identifies the officers designated to make the initial and appellate determinations to FOIA requests, the officers designated to receive service of process, and the addresses for delivery of requests, appeals and service of process.

2. *Public reading room.* The public reading room for the Office of Thrift Supervision is maintained at the following location: Public Reading Room, 1700 G Street, NW., Washington, DC 20552.

3. *Requests for records.* Initial determinations under 31 CFR 1.5(g) as to whether to grant requests for records of the Office of Thrift Supervision will be made by the Director, Information Services Division. Requests for records should be addressed to:

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Freedom of Information Request, Chief, Disclosure Branch, Information Services Division, Office of Thrift Supervision, 1700 G Street, NW., Washington, DC 20552.

Requests may be delivered in person to: Office of Thrift Supervision, Information Services Division, 1700 G Street, NW., Washington, DC.

4. *Administrative appeal of initial determination to deny records.* Appellate determinations under 31 CFR 1.5(h) with respect to records of the Office of Thrift Supervision will be made by the Director, Public Affairs, Office of Thrift Supervision or the delegate of such officer. Appeals made by mail should be addressed to: Freedom of Information Appeal, Chief, Disclosure Branch, Information Services Division, Office of Thrift Supervision, 1700 G Street, NW., Washington, DC 20552.

Appeals may be delivered in person to: Office of Thrift Supervision, Information Services Division, 1700 G Street, NW., Washington, DC.

5. *Delivery of process.* Service of process will be received by the Corporate Secretary of the Office of Thrift Supervision or the delegate of such officer and shall be delivered to the following location: Corporate Secretary, Office of Thrift Supervision, 1700 G Street, NW., Washington, DC 20552.

[60 FR 31632, June 16, 1995]

Subpart B—Other Disclosure Provisions

§ 1.8 Scope.

The regulations in this subpart concern access to information and records other than under 5 U.S.C. 552. This subpart is applicable only to the Departmental Offices as defined in § 1.1(a) of this part and the United States Savings Bonds Division and the United States Secret Service.

§ 1.9 Records not to be otherwise withdrawn or disclosed.

Except in accordance with this part, or as otherwise authorized, Treasury Department officers and employees are prohibited from making records or duplicates available to any person, not an officer or employee of the Department, and are prohibited from withdrawing any such records or duplicates from the files, possession or control of the Department.

§ 1.10 Oral information.

(a) Officers and employees of the Department may, in response to requests,