

known to the A.I.D. Advisory Committee Management Officer. These files contain the following information:

- (1) Copies of documents establishing, renewing, and terminating the committee;
  - (2) Copies of committee charters filed with the A.I.D. Administrator;
  - (3) Fiscal records which fully disclose the disposition of any funds made available to the committee;
  - (4) Advisory committee records described above in §214.36(b) (*i.e.*, the reports, transcripts, minutes, appendices, and other documents which were made available to, or prepared for or by, the committee).
- (c) The A.I.D. Advisory Committee Management Officer, the A.I.D. Auditor General, the OMB Secretariat, and the Comptroller General shall have access to these records.
- (d) Personnel documentation required by CSC and Agency regulations shall be maintained in the official personnel records of the Office of Personnel and Manpower.

**§ 214.44 Annual review and reports.**

- (a) A.I.D. conducts an annual comprehensive review of advisory committees under instructions provided by OMB Circular A-63, section 10, as amended and submits required data to OMB on the prescribed format, by November 30 of each year.
- (b) A.I.D. reports monthly to OMB on committee terminations or other significant changes in continuing A.I.D. Advisory Committees.
- (c) A.I.D. also provides information to the General Services Administration (GSA) for an annual report to Congress. The Agency report is due on February 1 of each year; includes only those advisory committees established by or reporting to A.I.D.; and is submitted on a form prescribed by GSA.
- (d) Within A.I.D., the Advisory Committee Management Officer collects required information from the A.I.D. Advisory Committee Representatives; appraises advisory committee activities for the Administrator; and prepares the Agency's reports for the Administrator.

**Subpart F—Administrative Remedies**

**§ 214.51 Administrative review of denial for public access to records.**

Any person whose request for access to an advisory committee document is denied may seek administrative review in accordance with §212.36(c) of A.I.D. Regulation 12, 22 CFR 212.36(c).

**§ 214.52 Administrative review of other alleged non-compliance.**

With regard to other alleged non-compliance with the Act, OMB Circular A-63, or this regulation, the following procedures are to be used:

- (a) Advisory committee members or other aggrieved individuals or organizations must file a written complaint which contains specific information regarding the alleged non-compliance.
- (b) The written complaint must be addressed to the Administrator or Deputy Administrator, Agency for International Development, 21st and Virginia Avenue, NW., Washington, DC 20523.
- (c) The complaint must be filed within thirty (30) days after the date of the alleged non-compliance.
- (d) The complaint will be considered by the Administrator or Deputy Administrator with the advice and assistance of the General Counsel and the A.I.D. Advisory Committee Management Office.
- (e) Written notice of the disposition of the complaint shall be provided to the complainant within thirty (30) days of the date the complaint was received by the Agency.

**PART 215—REGULATIONS FOR IMPLEMENTATION OF PRIVACY ACT OF 1974**

- Sec.
- 215.1 Purpose and scope.
- 215.2 Definitions.
- 215.3 Procedures for requests pertaining to individual records in a system of records.
- 215.4 Times, places, and requirements for identification of individuals making requests.
- 215.5 Access to requested information by individuals.
- 215.6 Special procedures: Medical records.
- 215.7 Request for correction or amendment of record.