AUTHORITY: Public Law 93–579, 88 Stat. 1896
(5 U.S.C. 553, (b), (c), and (e))

SOURCE: 57 FR 38277, Aug. 24, 1992, unless
otherwise noted.

§ 215.1 Purpose and scope.

(a) It is the purpose and objective of
the International Development Co-
operation Agency and the Agency for
International Development to collect
information, revise personal data col-
lection forms or processes, and main-
tain Agency records in a manner that
will prevent an unwarranted invasion
of privacy of those individuals who are
the subject of Agency records.

(b) These regulations establish the
procedures by which an individual may
obtain notification of the existence of
Agency records pertaining to that indi-
vidual, gain access to those records, re-
quest an amendment or correction to
the records, and appeal adverse deci-
sions to requests for amendment or
correction of Agency records.

(c) The Agency separately states and
publishes in the FEDERAL REGISTER a
public notice of the existence and char-
acter of systems maintained by the
Agency, pursuant to the provisions of
sections (e)(4) and (e)(11) of the Privacy
Act of 1974 (5 U.S.C. 552a; 88 Stat. 1896).

§ 215.2 Definitions.

(a) *Act* means the Privacy Act of 1974
(5 U.S.C. 552a; 88 Stat. 1896);

(b) *Agency* means the International
Development Cooperation Agency or
the Agency for International Develop-
ment, its offices, bureaus, divisions,
and posts abroad;

(c) *Amend* shall include the amend-
ment of a record;

(d) *Individual* means a citizen of the
United States or an alien lawfully ad-
mitted for permanent residence;

(e) *Maintain* includes maintain, col-
lect, use or disseminate;

(f) *Record* means any item, collection,
or grouping of information about an in-

dividual that is maintained by an agen-
cy, including, but not limited to, his
education, financial transactions, med-
ical history, and criminal or employ-
ment history and that contains his
name, or the identifying number, sym-
bol, or other identifying particular as-
signed to the individual, such as a fin-
ger or voice print or a photograph;

(g) *Routine use* means, with respect to
the disclosure of a record, the use of
such record for a purpose which is com-
patible with the purpose for which it
was collected;

(h) *Statistical record* means a record in
a system of records maintained for sta-
tistical research or reporting purposes
only and not used in whole or in part in
making any determination about an
identifiable individual, except as pro-
vided by section 8 of title 13;

(i) *System of records* means a group of
any records under the control of any
agency from which information is re-
trieved by the name of the individual
or by some identifying number, sym-
bol, or other identifying particular as-
signed to the individual.

§ 215.3 Procedures for requests per-
taining to individual records in a
system of records.

(a) Requests for notification of access
to or amendment of Agency records
contained in a system of records per-
taining to an individual may be made
in person or by mail as follows: For the
International Development Coopera-
tion Agency-Assistant Director for Ad-
ministration, International Develop-
ment Cooperation Agency, Room 4889
New State, 2201 C Street, NW., Wash-
ington, DC 20523 Attention: Privacy Li-
aison Officer. For the Agency for Inter-
national Development-Privacy Liaison
Officer, Agency for International De-
velopment, Room 4889 New State, 2201
C Street, NW., Washington, DC 20523.

(b) Such request should include infor-
mation necessary to identify the
record, e.g., the individual's full name,
date of birth, place of birth, present
mailing address, or system of record
identification name and number, if
known, and, to facilitate the retrieval
of records contained in those systems
of records which are retrieved by social
security numbers, the social security