

**Ofc. of Admin., Exec. Ofc. of the President****§ 2502.33**

public except as provided by 5 CFR part 2504.

[45 FR 47112, July 14, 1980. Redesignated at 49 FR 28235, July 11, 1984, and further redesignated at 56 FR 5744, Feb. 13, 1991]

**§ 2502.18 Deletion of exempted information.**

Where requested records contain matters which are exempted under 5 U.S.C. 552(b) but which matters are reasonably segregable from the remainder of the records, they shall be disclosed by the Office with deletions. To each such record, the Office shall attach a written justification for making deletions. A single such justification shall suffice for deletions made in a group of similar or related records.

[45 FR 47112, July 14, 1980. Redesignated at 49 FR 28235, July 11, 1984, and further redesignated 56 FR 5744, Feb. 13, 1991]

**§ 2502.19 Annual report.**

The General Counsel or his or her designee shall annually on or before March 1, submit a Freedom of Information report covering the preceding calendar year to the Speaker of the House of Representatives and President of the Senate. The report shall include those matters required by 5 U.S.C. 552(d).

[45 FR 47112, July 14, 1980. Redesignated and amended at 49 FR 28235, July 11, 1984, and further redesignated at 56 FR 5744, Feb. 13, 1991]

**Subpart B—Production in Response to Subpoenas or Demands of Courts or Other Authorities****§ 2502.30 Purpose and scope.**

This subpart contains the regulations of the Office concerning procedures to be followed when a subpoena, order or other demand (hereinafter in this subpart referred to as a "demand") of a court or other authority is issued for the production or disclosure of:

- (a) Any material contained in the files of the Office of Administration;
- (b) Any information relating to materials contained in the files of the Office; or
- (c) Any information or material acquired by any person while such person as an employee of the Office of Admin-

istration as a part of the performance of his official duties or because of his official status.

**§ 2502.31 Production prohibited unless approved by the Deputy Director.**

No employee or former employee of the Office of Administration shall, in response to a demand of a court or other authority, produce any material contained in the files of the Office of Administration or disclose any information or produce any material acquired as part of the performance of his official status without the prior approval of the Deputy Director.

[45 FR 47112, July 14, 1980, as amended at 56 FR 5744, Feb. 13, 1991]

**§ 2502.32 Procedure in the event of a demand for disclosure.**

(a) Whenever a demand is made upon an employee or former employee of the Office of Administration for the production of material or the disclosure of information described in § 2502.31, he shall immediately notify the Deputy Director. If possible, the Deputy Director shall be notified before the employee or former employee concerned replies to or appears before the court or other authority.

(b) If response to the demand is required before instructions from the Deputy Director are received, an attorney designated for that purpose by the Office of Administration shall appear with the employee or former employee upon whom the demand has been made, and shall furnish the court or other authority with a copy of the regulations contained in this part and inform the court or other authority that the demand has been or is being, as the case may be, referred for prompt consideration by the Deputy Director. The court or other authority shall be requested respectfully to stay the demand pending receipt of the requested instructions from the Deputy Director.

[45 FR 47112, July 14, 1980, as amended at 56 FR 5744, Feb. 13, 1991]

**§ 2502.33 Procedure in the event of an adverse ruling.**

If the court or other authority declines to stay the effect of the demand

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in response to a request made in accordance with § 2502.32(b) pending receipt of instructions from the Deputy Director, or if the court or other authority rules that the demand must be complied with irrespective of the instructions from the Deputy Director not to produce the material or disclose the information sought, the employee or former employee upon whom the demand has been made shall respectfully decline to comply with the demand. (United States ex rel. Touhy v. Ragen, 340 U.S. 462 (1951)).

[45 FR 47112, July 14, 1980, as amended at 56 FR 5744, Feb. 13, 1991]

**PART 2504—PRIVACY ACT REGULATIONS**

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AUTHORITY: 5 U.S.C. 552a.

SOURCE: 45 FR 41121, June 18, 1980, unless otherwise noted.

**§ 2504.1 Purpose and scope.**

These regulations implement the Privacy Act of 1974, 5 U.S.C. 552a. The regulations apply to all records maintained by the Office of Administration that are contained in a system of records, and that contain information about an individual. The regulations also establish procedures that (a) au-

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thorize an individual's access to records maintained about him; (b) limit the access of other persons to those records, and (c) permit an individual to request the amendment or correction of records about him.

**§ 2504.2 Definitions.**

For the purposes of this part—(a) *Office* means the Office of Administration, Executive Office of the President;

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

(c) *Maintain* means collect, use or distribute;

(d) *Record* means any item collection or grouping of information about an individual that is maintained by the Office, including but not limited to education, financial transactions, medical history, and criminal or employment history and that contains the individual's name, identifying number, symbol, or other identifiers assigned to the individual, such as a finger or voice print or photograph;

(e) *System of records* means a group of any records controlled by the Office and from which information is retrieved by the name of the individual;

(f) *System manager* means the employee of the Office who is responsible for the maintenance, collection, use or distribution of information contained in a system of records;

(g) *Routine use* means, with respect to the disclosure of a record, the use of that record for a purpose consistent with the purpose for which it was collected;

(h) *Subject individual* means the individual by whose name or other personal identifier a record is maintained or retrieved;

(i) *Statistical record* means record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by section 8 of title 13 U.S.C.;

(j) *Agency* means agency as defined in 5 U.S.C. 552(e);

(k) *Work days* as used in calculating the date when response is due does not include Saturdays, Sundays and legal public holidays.