

report will be available both in hard copy and through the Internet. In the past, annual reports were required based on a calendar year and were provided to Congress on or before March 1 of the following year. However, the new law has changed the annual reporting requirements now to be related to the Department's fiscal year. Thus, the Annual Report to Congress on FOIA Activities for 1997 only encompassed the first nine months (January through September), and was reported by March 1, 1998. The FY 98 report will begin in October 1997 and conclude at the end of September 1998. This report will be presented to the Department of Justice instead of Congress, by February 1, 1999, and Justice will report all Federal agency FOIA activity through electronic means.

(j) *Reference materials and guides.* The Department has available in hard copy, and will have electronically via the Internet, a guide for requesting records under the FOIA and an index and description of all major information systems of the Department. The guide is a simple explanation of what the FOIA is intended to do, and how you can use it to access Broadcasting Board of Governors records. The Index explains the types of records that may be requested from the Department through FOIA requests and why some records cannot, by law, be made available by Broadcasting Board of Governors.

[63 FR 71587, Dec. 29, 1998]

## PART 505—PRIVACY ACT POLICIES AND PROCEDURES

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AUTHORITY: Pub. L. 93-579, 88 Stat. 1897; 5 U.S.C. 552a; 55 FR 31940, Aug. 6, 1990, as amended.

SOURCE: 62 FR 10630, Mar. 7, 1997, unless otherwise noted.

### § 505.1 Purpose and scope.

The Broadcasting Board of Governors will protect individuals' privacy from misuse of their records, and grant individuals access to records concerning them which are maintained by the Board's domestic and overseas offices, consistent with the provisions of Public Law 93-579, 88 Stat. 1897; 5 U.S.C. 552a, the Privacy Act of 1974, as amended. The Board has also established procedures to permit individuals to amend incorrect records, to limit the disclosure of personal information to third parties, and to limit the number of sources of personal information. The Board has also established internal rules restricting requirements of individuals to provide social security account numbers.

### § 505.2 Definitions.

(a) *Access Appeal Committee (AAC)*—the body established by and responsible to the Director of Broadcasting Board of Governors for reviewing appeals made by individuals to amend records held by the Board.

(b) *Board*—Broadcasting Board of Governors, its offices, divisions, branches and its Foreign Service establishments.

(c) *Amend*—To make a correction to or expunge any portion of a record about an individual which that individual believes is not accurate, relevant, timely or complete.

(d) *Individual*—A citizen of the United States or an alien lawfully admitted for permanent residence.

(e) *Maintain*—Collect, use, store, disseminate or any combination of these record-keeping functions; exercise of control over and hence responsibility and accountability for systems of records.

(f) *Record*—Any information maintained by the Board about an individual that can be reproduced, including finger or voice prints and photographs, and which is retrieved by that