

**§ 105-64.301-5**

**§ 105-64.301-5 Appeal of denial of access within GSA.**

(a) A requester who is denied access, in whole or in part, to records pertaining to him or her may file an administrative appeal. Appeals should be addressed to the GSA Privacy Act Officer, General Services Administration (ATRAI), Washington, DC 20405, regardless whether the denial was made by a Central Office or a regional official.

(b) Each appeal to the Privacy Act Officer must be in writing. The appeal should be marked Privacy Act-Access Appeal, on the face of the letter and on the envelope.

(c) On receiving an appeal, the Privacy Act Officer consults with the manager, the official who made the denial, legal counsel, and other officials concerned. If the Privacy Act Officer, after consultation, decides to grant the request, he or she notifies the manager in writing to grant access to the record under § 105-64.301-3, or grants access himself or herself and notifies the requester of that action.

(d) If the Privacy Act Officer decides the appeal should be rejected, he or she sends the request file and any appeal, with a recommendation, to the Deputy Administrator for a final administrative decision.

(e) If the Deputy Administrator decides to grant a request, he or she promptly instructs the system manager in writing to grant access to the record under § 105-64.301-3. The Deputy Administrator sends a copy of the instructions to the Privacy Act Officer, who notifies the requester.

(f) If the Deputy Administrator rejects an appeal, he or she should promptly notify the requester in writing. This action constitutes the final administrative decision on the request and should state:

(1) The reason for rejecting the appeal; and

(2) That the requester has the right to have a court review the final decision under § 105-64.408.

(g) The final decision must be made within 30 workdays from the date the appeal is received by the Privacy Act Officer. The Deputy Administrator may extend the time limit by notifying the requester in writing before the 30 days are up. The Deputy Administra-

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tor's letter should explain why the time was extended.

**§ 105-64.301-6 Geographic composition, addresses and telephone numbers of regional Administrative Services Division directors.**

**Region 1**

Boston (includes Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont) Telephone: 617-223-5212  
Director, Administrative Services Division, General Services Administration (1BR), John W. McCormack Post Office and Courthouse, Boston, MA 02109

**Region 2**

New York (includes New Jersey, New York, the Commonwealth of Puerto Rico, and the Virgin Islands) Telephone: 212-264-8262  
Director, Administrative Services Division, General Services Administration (2BR), 26 Federal Plaza, New York, NY 10278

**Region 3**

Philadelphia (includes Delaware, Maryland, Pennsylvania, Virginia, and West Virginia with the exception of the National Capital Region) Telephone: 215-597-7926  
Director, Administrative Services Division, General Services Administration (3BR), Ninth and Market Streets, Philadelphia, PA 19107

**Region 4**

Atlanta (includes Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee) Telephone: 404-221-3240  
Director, Administrative Services Division, General Services Administration (4BR), 75 Spring Street, SW, Atlanta, GA 30303

**Region 5**

Chicago (includes Illinois, Indiana, Michigan, Ohio, Minnesota, and Wisconsin) Telephone: 312-353-8421  
Director, Administrative Services Division, General Services Administration (5BR), 230 South Dearborn Street, Chicago, IL 60604

**Region 6**

Kansas City (includes Iowa, Kansas, Missouri, and Nebraska) Telephone: 816-374-7581  
Director, Administrative Services Division, General Services Administration (6BR), 1500 East Bannister Road, Kansas City, MO 64131

**Region 7**

Fort Worth (includes Arkansas, Louisiana, New Mexico, Texas, and Oklahoma) Telephone: 817-334-2350

## General Services Administration

## § 105-64.402

Director, Administrative Services Division,  
General Services Administration (7BR), 819  
Taylor Street, Fort Worth, TX 76102

### Region 8

Denver (includes Colorado, North Dakota,  
South Dakota, Montana, Utah, and Wyom-  
ing) Telephone: 303-776-2231

Director, Administrative Services Division,  
General Services Administration (8BR),  
Building 41, Denver Federal Center, Den-  
ver, CO 80225

### Region 9

San Francisco (includes Hawaii, California,  
Nevada, and Arizona) Telephone: 415-556-  
9130

Director, Administrative Services Division,  
General Services Administration (9BR), 525  
Market Street, San Francisco, CA 95105

### Region 10

Auburn (includes Alaska, Idaho, Oregon, and  
Washington) Telephone: 206-931-7128

Director, Administrative Services Division,  
General Services Administration (10BR),  
GSA Center, Auburn, WA 98002

### National Capital Region

Washington, DC (includes the District of Co-  
lumbia, the counties of Montgomery and  
Prince Georges in Maryland; the city of Al-  
exandria and the counties of Arlington,  
Fairfax, Loudoun, and Prince William in  
Virginia) Telephone: 202-472-1650

Director, Administrative Services Division,  
General Services Administration (WBR),  
Seventh and D Streets, SW, Washington,  
DC 20407

## § 105-64.302 Fees.

### § 105-64.302-1 Records available at a fee.

The manager shall provide one copy of a record to a requester for the fee stated in § 105-64.302-6.

### § 105-64.302-2 Additional copies.

A reasonable number of additional copies shall be provided for a fee if a requester cannot get copies made commercially.

### § 105-64.302-3 Waiver of fee.

The manager should make a copy of a record of up to 50 pages at no charge to a requester who is a GSA employee. The manager may waive the fee if the cost of collecting it is nearly as large as or greater than the fee, or if furnishing the record without charge is customary or in the public interest.

### § 105-64.302-4 Prepayment of fees over \$25.

If a fee is likely to exceed \$25, the manager notifies the person to pay the fee before GSA can make the records available. GSA will remit any overpayment or will send the requester a bill for any change over the amount paid.

### § 105-64.302-5 Form of payment.

Copies must be paid for by check or money order made out to the General Services Administration and addressed to the system manager.

### § 105-64.302-6 Reproduction fee schedule.

(a) The fee for copying a GSA record (by electrostatic copier) of 8 by 14 inches or less is 10 cents a page.

(b) The fee for copying a GSA record more than 8 by 14 inches or one that does not permit copying by routine procedures is the same as that charged commercially.

## Subpart 105-64.4—Requests To Amend Records

### § 105-64.401 Submission of requests to amend records.

A person who wants to amend a record containing personal information should send a written request to the GSA Privacy Act Officer. A GSA employee who want to amend personnel records should send a written request to the General Services Administration, Director of Personnel (EP), Washington, DC 20405. It should show evidence of and justify the need to amend the record. Both the letter and the envelope should be marked "Privacy Act-Request to Amend Record".

### § 105-64.402 Review of requests to amend records.

(a) Managers must acknowledge a request to amend a record within 10 workdays after receiving it. If possible, the acknowledgment should state whether the request will be granted or denied, under § 105-64.404.

(b) In reviewing a record in response to a request to amend, the manager should weigh the accuracy, relevance, timeliness, and completeness of the existing record compared to the proposed