

### § 3b.3

such record for a purpose which is compatible with the purpose for which it was collected; and

(h) *Disclosure* means either the transmittal of a copy of a record or the granting of access to a record, by oral, written, electronic or mechanical communication.

#### § 3b.3 Notice requirements.

(a) The Commission will publish at least annually in the FEDERAL REGISTER a notice identifying the systems of records currently maintained by the Commission. For each system of records, the notice will include the following information:

- (1) The name and location of the system;
- (2) The categories of individuals on whom records are maintained in the system;
- (3) The categories of records maintained in the system;
- (4) The specific statutory provision or executive order, or rule or regulation issued pursuant thereto, authorizing the maintenance of the information contained in the system;
- (5) Each routine use of the records contained in the system, including the categories of users and the purposes of such use;
- (6) The policies and practices regarding the storage, retrievability, access controls, and retention and disposal of the records;
- (7) The title and business address of the Commission official who is responsible for the system of records;
- (8) The procedures whereby an individual can be notified at his request if the system of records contains a record pertaining to him;
- (9) The procedures whereby an individual can be notified at his request how he can gain access to any record pertaining to him contained in the system of records, and how he can contest its contents; and
- (10) The categories of sources of records in the system.

(b) At least thirty days prior to its operation, the Commission will publish in the FEDERAL REGISTER a notice of its intention to establish a new system of records reciting the information required pursuant to paragraphs (a) (1) through (10) of this section and notice

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of any major change to an existing system.

(c) The Commission will publish in the FEDERAL REGISTER a notice of its intention to establish any new or intended routine use of the information in an existing system of records at least thirty days prior to the disclosure of the record for that routine use. A new routine use is one which involves disclosure of records for a new purpose compatible with the purpose for which the record is maintained or which involves disclosure to a new recipient or category of recipients. At a minimum, the notice will contain the following information:

- (1) The name of the system of records for which the routine use is to be established;
- (2) The authority authorizing the maintenance of the information contained in the system;
- (3) The categories of records maintained in the system;
- (4) The proposed routine use(s);
- (5) The categories of recipients for each proposed routine use; and
- (6) Reference to the public notice in the FEDERAL REGISTER under which the existing system had already been published.

#### § 3b.4 Government contractors.

Systems of records operated by a contractor, pursuant to a *contract*, on behalf of the Commission, which are designed to accomplish a Commission function, are considered, for the purposes of this part, to be maintained by the Commission. A *contract* covers any contract, written or oral, subject to the Federal Procurement Regulations. The contractual instrument will specify, to the extent consistent with the Commission's authority to require it, that the systems of records be maintained in accordance with the requirements of this part.

#### § 3b.5 Legal guardians.

For the purposes of this part, the parent of any minor, or the legal guardian of any individual who has been declared to be incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, may act on behalf of the individual.