

(e) NARA may disclose to a commercial credit bureau information concerning a commercial debt, including the following:

- (1) Information necessary to establish the name, address, and employer identification number of the commercial debtor;
- (2) The amount, status, and history of the debt; and
- (3) The program or pertinent activity under which the debt arose.

**§ 1201.13 How will NARA contract for collection services?**

NARA uses the services of a private collection contractor where it determines that such use is in NARA's best interest. When NARA determines that there is a need to contract for collection services, NARA:

- (a) Retains sole authority to:
  - (1) Resolve any dispute with the debtor regarding the validity of the debt;
  - (2) Compromise the debt;
  - (3) Suspend or terminate collection action;
  - (4) Refer the debt to the DOJ for litigation; and
  - (5) Take any other action under this part;
- (b) Requires the contractor to comply with the:
  - (1) Privacy Act of 1974, as amended, to the extent specified in 5 U.S.C. 552a(m);
  - (2) Fair Debt Collection Practices Act (15 U.S.C. 1692-1692o); and
  - (3) Other applicable Federal and State laws pertaining to debt collection practices and applicable regulations of NARA in this part;
- (c) Requires the contractor to account accurately and fully for all amounts collected; and
- (d) Requires the contractor to provide to NARA, upon request, all data and reports contained in its files related to its collection actions on a debt.

**§ 1201.14 What should I expect to receive from NARA if I owe a debt to NARA?**

(a) NARA will send you a written notice when we determine that you owe a debt to NARA. The notice will be hand-delivered or sent to you at the most

current address known to NARA. The notice will inform you of the following:

- (1) The amount, nature, and basis of the debt;
- (2) That a designated NARA official has reviewed the claim and determined that it is valid;
- (3) That payment of the debt is due as of the date of the notice, and that the debt will be considered delinquent if you do not pay it within 30 days of the date of the notice;
- (4) NARA's policy concerning interest, penalty charges, and administrative costs (see §1201.18), including a statement that such assessments must be made against you unless excused in accordance with the FCCS and this part;
- (5) That you have the right to inspect and copy disclosable NARA records pertaining to your debt, or to receive copies of those records if personal inspection is impractical;
- (6) That you have the opportunity to enter into an agreement, in writing and signed by both you and the designated NARA official, for voluntary repayment of the debt (see §1201.19);
- (7) The address, telephone number, and name of the NARA official available to discuss the debt;
- (8) Possible collection actions that might be taken if the debt is not paid within 60 days of the notice, or arrangements to pay the debt are not made within 60 days of the notice (see §1201.15 for a fuller description of possible actions);
- (9) That NARA may suspend or revoke any licenses, permits, or other privileges for failure to pay a debt; and
- (10) Information on your opportunity to obtain a review of the debt (see §1201.16).

(b) NARA will respond promptly to communications from you.

(c) Exception to entitlement to notice, hearing, written responses, and final decisions. With respect to the regulations covering internal salary offset collections (see §1230.32), NARA excepts from the provisions of paragraph (a) of this section—

- (1) Any adjustment to pay arising out of an employee's election of coverage or a change in coverage under a Federal benefits program requiring periodic deductions from pay, if the