

**§ 294.201**

**5 CFR Ch. I (1–1–06 Edition)**

**Subpart B—The Public Information Function**

**§ 294.201 Public information policy.**

(a) In addition to the basic policies of the Office relative to the disclosure of information when requested by a member of the public, the Office has an independent public information policy for bringing to the attention of the public through news releases, publications of the Office, or other methods, information concerning the functions of the Office as a Federal agency, and the programs administered by the Office.

(b) The Assistant Director for Public Affairs carries out the public information policy of the Office. In addition, each employee of the Office shall cooperate in carrying out this policy.

[50 FR 3310, Jan. 24, 1985]

**Subpart C—Office Operations**

**§ 294.301 Policy and interpretations.**

(a) Statements of Office policy and interpretations of the laws and regulations administered by the Office which the Office has adopted, whether or not published in the FEDERAL REGISTER, are available to the public.

(b) Generally, memoranda, correspondence, opinions, data, staff studies, information received in confidence, and similar documentary material, when prepared for the purpose of internal communication within the Office or between the Office and other agencies, organizations, or persons, are not available to the public.

[50 FR 3310, Jan. 24, 1985, as amended at 66 FR 66710, Dec. 27, 2001]

**Subpart D—Cross References**

**§ 294.401 References.**

The table below provides assistance in locating other OPM regulations in title 5 of the Code of Federal Regulations that have provisions on the disclosure of records:

Type of information	Location
Classification appeal records .....	511.616.
Classification information .....	175.101.
Employee performance folders .....	293.311.

Type of information	Location
Examination and related subjects records.	300.201.
Grade and pay retention records .....	536.405.
Investigative records .....	736.104.
Job grading reviews and appeals records.	532.707.
Medical information .....	297.205 and 293 subpart E.
Official Personnel Folders .....	293.311.
Privacy and personnel records .....	297.
Retirement .....	831.106 and 841.108.

[54 FR 25098, June 13, 1989, as amended at 58 FR 32046, June 8, 1993; 70 FR 31286, May 31, 2005]

**PART 297—PRIVACY PROCEDURES FOR PERSONNEL RECORDS**

**Subpart A—General Provisions**

- Sec.
- 297.101 Purpose and scope.
- 297.102 Definitions.
- 297.103 Designations of authority by system manager.
- 297.104 Types of records.
- 297.105 Agency and Office responsibilities for systems of records and applicability of the regulations.
- 297.106 Contact point for Privacy Act matters.

**Subpart B—Request for Access**

- 297.201 General provisions.
- 297.202 Methods of access.
- 297.203 Access by the parent of a minor or by the legal guardian of an individual declared to be incompetent.
- 297.204 Access by the representative of the data subject.
- 297.205 Access to medical records.
- 297.206 Fees charged by the Office.
- 297.207 Denials of access and appeals with respect to such denials.
- 297.208 Judicial review.

**Subpart C—Amendment of Records**

- 297.301 General provisions.
- 297.302 Time limits.
- 297.303 Applicability of amendment provisions.
- 297.304 Approval of requests to amend records.
- 297.305 Denial of requests to amend records.
- 297.306 Appeal of a denial of a request to amend a record.
- 297.307 Statement of disagreement.
- 297.308 Judicial review.

**Subpart D—Disclosure of Records**

- 297.401 Conditions of disclosure.