

§ 51-8.15 Collection of fees and charges.

(a) Except when prepayment is required, payments shall be collected to the fullest extent possible at the time the requested materials are furnished. Payments shall be made by requesters within 30 days of the date of the billing.

(b) Payments shall be made by check, draft, or money order made payable to the Treasury of the United States.

(c) In instances where a requester has previously failed to pay a fee, the Committee may require the requester to pay the full amount owed, plus any applicable interest as provided below, as well as the full estimated fee associated with any new request before it begins to process the new or subsequent request.

(d) On requests that result in fees being assessed, interest will be charged on an unpaid bill starting on the 31st day following the day on which the billing was sent. Interest will be at the rate prescribed in section 3717 of Title 31 United States Code, and will accrue from the date of the billing.

(e) In attempting to collect fees levied under FOIA, the Committee will abide by the provisions of the Debt Collection Act of 1982 (Pub. L. 97-365) in disclosing information to consumer reporting agencies and in the use of collection agencies, where appropriate, to encourage payment.

§ 51-8.16 Preservation of records.

The Committee shall preserve all correspondence relating to the requests it receives under this part, and all records processed pursuant to such requests, until such time as the destruction of such correspondence and records is authorized pursuant to Title 44 United States Code, and to the General Records Schedule. Records shall not be destroyed while they are the subject of a pending request, appeal, or lawsuit under the Act.

PART 51-9—PRIVACY ACT RULES**Subpart 51-9.1—General Policy**

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- 51-9.101 Maintenance of records.
- 51-9.101-1 Collection and use.

- 51-9.101-2 Standards of accuracy.
- 51-9.101-3 Content of systems of records.
- 51-9.101-4 Rules of conduct.
- 51-9.101-5 Safeguarding systems of records.
- 51-9.102 Availability of records.
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Subpart 51-9.2—Disclosure of Records

- 51-9.201 Conditions of disclosure.
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Subpart 51-9.3—Individual Access to Records

- 51-9.301 Notification.
- 51-9.302 Times, places and requirements for access requests.
- 51-9.303 Access procedures.
- 51-9.303-1 Form of requests.
- 51-9.303-2 Special requirements for medical/psychological records.
- 51-9.303-3 Granting access.
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- 51-9.304 Fees.
- 51-9.304-1 Records available without charge.
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- 51-9.304-3 Prepayment of fees over \$25.
- 51-9.304-4 Form of payment.
- 51-9.304-5 Reproduction fee schedule.

Subpart 51-9.4—Requests To Amend Records

- 51-9.401 Submission of requests to amend records.
- 51-9.402 Review of requests to amend records.
- 51-9.403 Approval of requests to amend.
- 51-9.404 Refusal of request to amend.
- 51-9.405 Request of review of refusal to amend a record.

Subpart 51-9.5—Report on New Systems and Alteration of Existing Systems

- 51-9.501 Reporting requirement.
- 51-9.502 FEDERAL REGISTER notice of establishment of new system or alteration of existing system.
- 51-9.503 Effective date of new systems of records or alteration of an existing system of records.

Subpart 51-9.6—Exceptions [Reserved]**Subpart 51-9.7—Rules of Conduct for Disclosure of Information About an Individual**

- 51-9.701 Committee rules of conduct.

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