

Small Business Administration

§ 102.3

Subpart A—Disclosure of Information

- 102.26 What does this subpart mean by “person to whom a record pertains” or “you”?
- 102.27 What records are partially exempt from the provisions of the Privacy Act?
- 102.28 What about information compiled for a civil action?
- 102.29 Who administers SBA’s responsibilities under the Privacy Act?
- 102.30 How can I write to the Privacy Act Officer?
- 102.31 Who appoints Systems Managers?
- 102.32 What do Systems Managers do?
- 102.33 How can I write to a Systems Manager?
- 102.34 How can I see records kept on me?
- 102.35 How long will it take SBA to respond to my request?
- 102.36 How will SBA respond to my request?
- 102.37 How may I appeal a decision to deny me access to my records?
- 102.38 To whom should my appeal be addressed?
- 102.39 By when must I appeal to the Privacy Act Officer?
- 102.40 When will SBA respond to my appeal?
- 102.41 How will SBA respond to my appeal?
- 102.42 How can I get SBA to amend a record kept on me?
- 102.43 What should my petition say?
- 102.44 For what reasons will SBA amend my record?
- 102.45 Will SBA ask me for more information after I make my request?
- 102.46 When will SBA respond to my request?
- 102.47 How will SBA respond to my request?
- 102.48 How do I appeal a refusal to amend a record kept on me?
- 102.49 To whom should I address my appeal?
- 102.50 By when must I submit my appeal?
- 102.51 By what standards will the Privacy Act Officer review my appeal?
- 102.52 When will SBA respond to my appeal?
- 102.53 How will SBA respond to my appeal?
- 102.54 How can I obtain judicial review of an SBA Privacy Act decision?
- 102.55 What must SBA tell the individuals from whom it collects information?
- 102.56 Will SBA release my name or address?
- 102.57 Do I have to give SBA my SSN?
- 102.58 When will SBA show personnel records to a representative?
- 102.59 What fees will SBA charge me for my records?
- 102.60 May I be informed of disclosures made of my records?
- 102.61 Are there Matching Program procedures?

AUTHORITY: 5 U.S.C. 552 and 552a; 31 U.S.C. 1 *et seq.* and 67 *et seq.*; 44 U.S.C. 3501 *et seq.*; E.O. 12600, 3 CFR, 1987 Comp., p. 235.

SOURCE: 61 FR 2673, Jan. 29, 1996, unless otherwise noted.

SOURCE: 68 FR 59092, Oct. 14, 2003, unless otherwise noted.

§ 102.1 General provisions.

This subpart describes the procedures that the U.S. Small Business Administration (SBA) follows for responding to requests made under the Freedom of Information Act (FOIA) (5 U.S.C. 552).

§ 102.2 Public reading rooms.

(a) SBA maintains a public reading room in the Headquarters Reference Library at 409 3rd St., SW., Suite 5000, Washington, DC 20416 where you may read and copy the following:

(1) Final SBA opinions and orders issued by the Office of Hearings and Appeals in adjudicating a case,

(2) Official non-privileged policy statements, opinions, or interpretations,

(3) Standard operating procedures affecting members of the public,

(4) Records SBA has released in response to previous FOIA requests which, because of their subject matter, SBA determines are likely to be requested again, and

(5) An index of the records referred to under paragraph (a)(4) of this section.

(b) The records described in paragraph (a) of this section are available in the SBA Online Reading Room at <http://www.sba.gov/library/>.

(c) Reading room records created on or after November 1, 1996 are available electronically.

§ 102.3 Requirements pertaining to the submission of requests.

(a) You may make a request for SBA records by writing directly to the program or field office that maintains the records, or to the Freedom of Information/Privacy Acts (FOI/PA) Office by mail to 409 3rd St., SW., Washington, DC 20416 or fax to 202-205-7059 or e-mail to foia@sba.gov. The office receiving your request will forward it to the correct office. The correct office will consider your request to be complete only when you:

(1) Describe the records sought in enough detail for an Agency employee