

PART 2900—REGULATIONS FOR IMPLEMENTATION OF THE FREEDOM OF INFORMATION ACT

Sec.

2900.1 General.

2900.2 Requests for records.

2900.3 Schedule of fees and methods of payment.

AUTHORITY: 5 U.S.C. 552.

SOURCE: 57 FR 49394, Nov. 2, 1992, unless otherwise noted.

§ 2900.1 General.

This part implements the Freedom of Information Act, section 552 of title 5, United States Code, and prescribes rules governing the availability to the public of documents and records of the Commission.

§ 2900.2 Requests for records.

(a) It is the policy of the Commission to make records and documents in its possession available to the public to the greatest extent possible. All records of the Commission are available for public inspection and copying in accordance with this section except those records or portions of records which the Executive Secretary or her designee specifically determines to be exempt from disclosure under section 552(b) of the Freedom of Information Act.

(b) A request for records shall be made in writing and directed to the Executive Secretary, Presidential Commission on the Assignment of Women in the Armed Forces, 1001 Pennsylvania Avenue NW., suite 275N, Washington, DC 20004. Such request, as well as the envelope containing the request, shall be clearly marked "Freedom of Information Act Request" and shall reasonably describe the record requested. Requests lacking a reasonable description will be filled only after a more comprehensive description is provided. The staff of the Commission will make reasonable efforts to assist a requester in formulating this request. Nothing in this section shall preclude staff of the Commission from complying with oral, unmarked, or generally stated requests for information and documents.

(c)(1) The Executive Secretary or her designee shall, within ten days after its

receipt (excepting Saturdays, Sundays, and legal federal holidays), either comply with or deny a request for records, provided that when additional time is required because of:

(i) A need to search for, collect and examine a voluminous amount of separate and distinct records demanded in a single request; or

(ii) A need for consultation with another agency having a substantial interest in the determination of the request.

(2) The time limit for disposing of the request may be extended for up to ten additional working days by written notice to the requester setting forth the reasons for and the anticipated length of the delay.

(d) The requester will be notified promptly of the determination made pursuant to paragraph (c) of this section. If the determination is to release the requested record, such record shall promptly be made available. If the determination is not to release the record, the person making the request shall, at the same time he is notified of such determination, be notified of:

(1) The reason for the determination;

(2) The name and title or position of each person responsible for the denial of his request; and

(3) The right to appeal the determination to the Chairman of the Commission within 30 days of receipt of a notice denying the request. An appeal shall be made in writing to the General Counsel, Presidential Commission on the Assignment of Women in the Armed Forces, 1001 Pennsylvania Avenue, NW., suite 275N, Washington, DC 20004. Both the envelope and the letter of appeal must be clearly marked "Freedom of Information Act Appeal." Unless the Chairman of the Commission otherwise directs, the General Counsel shall act on behalf of the Chairman of the Commission on all appeals. In no case, however, shall the individual who made the initial denial of the request render a decision on an appeal. A decision shall be rendered on an appeal within 20 days (excepting Saturdays, Sundays, and legal federal holidays) after the receipt of such appeal. The requester shall be notified promptly of the decision and, if the appeal is