

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

For: County Offices

Biennial Privacy Act Report

Approved by: State Executive Director



1 Overview

A

Background

3-INFO, paragraph 49 requires counties to report the number of Privacy Act requests received for the previous two calendar years. Categories of requests to report are listed in paragraph 49.

B

Purpose

This notice provides a format for making the annual Privacy Act Report.

2 Action

CEDs shall complete Exhibit 1 and forward a copy to the STO by February 10, 2003. **NEGATIVE REPORTS ARE REQUIRED.**

3 Reminder

COF shall maintain a record of each disclosure of records containing personal information on form FSA-874 (3-INFO, paragraph 22 and Exhibit 5.)

Disposal	Distribution
January 1, 2004	County Offices

County

Report the number of Privacy Act requests received during the calendar years 2001 and 2002 in the following categories.

Category	Number
1. Individuals who request information on the existence of records pertaining to them. Note: Items 2 through 4 must equal item 1.	_____
2. Requests granted in whole or in part.	_____
3. Requests denied in whole or in part.	_____
4. Requests for which no record was found.	_____
5. Requests from individuals requesting that their records be amended. Note: Items 6 and 7 must equal item 5.	_____
6. Amendment requests granted in whole or in part.	_____
7. Amendment requests denied in whole or in part.	_____
8. Appeals for refusal to amend records.	_____
9. Individuals who sought redress through the courts.	_____