

§ 503.12 Notices.

The Commission will publish in the Federal Register at least annually a notice of the existence and character of the systems of records which it maintains. Such notice will include:

- (a) The name and location of each system;
- (b) The categories of individuals on whom the records are maintained in each system;
- (c) The categories of records maintained in each system;
- (d) Each routine use of the records contained in each system including the categories of users and the purpose of each use;
- (e) The policies and practices of the Commission regarding storage, retrievability, access controls, retention, and disposal of the records;
- (f) The title and business address of the agency official who is responsible for each system of records;
- (g) Commission procedures whereby an individual can be notified if a system of records contains a record pertaining to that individual;
- (h) Commission procedures whereby an individual can be notified how to gain access to any record pertaining to that individual contained in a system of records, and how to contest its content, and
- (i) The categories of sources of records in each system.