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## 31 C.F.R. § 1.23

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### Publication in the Federal Register—Notices of systems of records, general exemptions, specific exemptions, review of all systems.

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(a) *Notices of systems of records to be published in the Federal Register.* (1) The Office of the Federal Register publishes a biennial compilation of all system notices (“Privacy Act Issuances”), as specified in 5 U.S.C. 552a(f). In the interim (between biennial compilations), the Department must list and provide links on its website to complete, up-to-date versions of all Treasury system of records notices (SORNs), including citations and links to all Federal Register notices that reflect substantial modifications to each SORN.

(2) In addition, the Department must publish in the Federal Register upon establishment or significant revision a notice of the existence and character of any new or significantly revised systems of records. Unless otherwise instructed, each notice must include:

- (i) The system name and number, and location of the system;
  - (ii) The title and business address of the Treasury official who is responsible for the system of records;
  - (iii) Security classification, and indication of whether any information in the system is classified;
  - (iv) Authority for maintenance of the system, the specific authority that authorizes the maintenance of the records in the system;
  - (v) Purpose(s) of the system, a description of the purpose(s) for maintaining the system;
  - (vi) The categories of individuals on whom records are maintained in the system;
  - (vii) The categories of records maintained in the system;
  - (viii) The categories of sources of records in the system (*see* 5 U.S.C. 552a(e)(4));
  - (ix) Each routine uses of the records contained in the system, including the categories of users and the purpose of such use;
  - (x)-(xix) [Reserved]
  - (xx) The policies and practices of the component regarding storage, retrievability, access controls, retention, and disposal of the records;
  - (xxi) The procedures of the component whereby an individual can be notified if the system of records contains a record pertaining to the individual, including reasonable times, places, and identification requirements;
  - (xxii) The procedures of the component whereby an individual can be notified on how to gain access to any record pertaining to such individual that may be contained in the system of records, and how to contest its content;
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