§ 1304.105 Requests for access to records.

(a) All requests for records should include the following information:

(1) Full name, address, and telephone number of requester.

(2) The system of records containing the desired information.

(3) Any other information that the requester believes would help locate the record.

(b) Requests in writing. A person may request access to his or her own records in writing by addressing a letter to: Privacy Act Officer; U.S. Nuclear Waste Technical Review Board; 2300 Clarendon Blvd., Suite 1300; Arlington, VA 22201.

(c) Requests via the internet. Internet requests should be submitted through the Board’s website at www.nwtrb.gov, under the “Contact NWTRB” icon on the bottom of the Home page. The words “Privacy Act” should appear on the subject line.

(d) Requests in person. Any person may examine and request copies of his