

24.101 Definitions.

As used in this subpart-

Agency means any executive department, military department, Government corporation, Government controlled corporation, or other establishment in the executive branch of the Government (including the Executive Office of the President), or any independent regulatory *agency*.

Individual means a citizen of the *United States* or an alien lawfully admitted for permanent residence.

Maintain means *maintain*, collect, use, or disseminate.

Operation of a system of records means performance of any of the activities associated with maintaining the system of *records*, including the collection, use, and dissemination of *records*.

Personally identifiable information means information that can be used to distinguish or trace an *individual's* identity, either alone or when combined with other information that is linked or linkable to a specific *individual*. (See Office of Management and Budget (OMB) Circular No. A-130, Managing Federal Information as a Strategic Resource).

Record means any item, collection, or grouping of information about an *individual* that is maintained by an *agency*, including, but not limited to, education, financial transactions, medical history, and criminal or employment history, and that contains the *individual's* name, or the identifying number, symbol, or other identifying particular assigned to the *individual*, such as a fingerprint or voiceprint or a photograph.

System of records on individuals means a group of any *records* under the control of any *agency* from which information is retrieved by the name of the *individual* or by some identifying number, symbol, or other identifying particular assigned to the *individual*.

Parent topic: [Subpart 24.1 - Protection of Individual Privacy](#)