

BIENNIAL AGENCY REPORT

INSTRUCTIONS

The Identifying Information Law requires City agencies to submit comprehensive biennial agency reports related to their collection, retention, and disclosure of identifying information and their privacy protection practices.

To complete the 2024 biennial agency report:

- Review Form 2s (<u>APO Designation of Collection and Disclosures as "Routine"</u>) made since the 2022 compliance cycle;
- Review Form 5s (<u>Agency Privacy Officer Approval of Collections and Disclosures on a "Non-Routine" Basis</u>) made since the 2022 compliance cycle;
- Use Forms 2 & 5 to complete <u>Worksheet 1</u> for all new and existing collections between 2022-2024;
- Use Forms 2 & 5 to complete <u>Worksheet 2</u> for all new and existing **disclosures** between 2022-2024.
- Complete the Biennial Agency Workbook;
- Submit the biennial agency report by **July 31, 2024**.

Submit the biennial agency report to:

- Mayor at <u>MOReports@cityhall.nyc.gov</u>
- City Council Speaker at reports@council.nyc.gov
- Chief Privacy Officer and the Citywide Privacy Protection Committee at <u>oip@oti.nyc.gov</u>
- Department of Records and Information Services (DORIS) online submission portal at https://a860-gpp.nyc.gov

THIS REPORT IS PUBLIC. PREPARERS SHOULD CONSULT AGENCY COUNSEL OR THE CHIEF PRIVACY OFFICER TO ENSURE THE RESPONSES ARE PROVIDED ACCORDING TO APPLICABLE LAW AND CITY POLICY.



VERSION CONTROL

Version	Description of Change	Approver	Date
4.0	New design for ease of use and technological	Michael Fitzpatrick	April 2024
	enhancements, and miscellaneous clarifying	Chief Privacy Officer, City of New	
	revisions.	York	
3.0	Updated completion date; miscellaneous clarifying	Aaron Friedman	April 2022
	revisions.	Principal Senior Counsel	
		Office of Information Privacy	
2.0	Updated completion date; miscellaneous clarifying	Laura Negrón	April 2020
	revisions.	Chief Privacy Officer, City of New	
		York	
1.0	First Version	Laura Negrón	April 2018
		Chief Privacy Officer, City of New	
		York	



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BIENNIAL AGENCY REPORT (Due on or before July 31, 2024)

1. Agency: Department of City Planning

2. APO Contact Details

- a. Name: Shane Myers
- b. Title: Associate Counsel
- c. Email: smyers@planning.nyc.gov
- d. Telephone: 212-720-3362

COLLECTIONS

3. How many collections does the agency have to describe?

15

4. **COLLECTIONS.** Upload worksheet 1.



- Proceed to the next page -



5. For all **collections**, select the types of identifying information collected (check all that apply). *See* <u>Citywide Privacy Protection Policies and Protocols § 3.1</u>.

	Work-Related Information
Name	
Social security number (full or last 4 digits)*	Employer information
Taxpayer ID number (full or last 4 digits)*	Employment address
Biometric Information	Government Program Information
☐ Fingerprints	Any scheduled appointments with any
Photographs	employee, contractor, or subcontractor
Palm and handprints*	Any scheduled court appearances
Retina and iris patterns*	Eligibility for or receipt of public assistance or
Facial geometry*	City services
Gait or movement patterns*	Income tax information
Voiceprints*	Motor vehicle information
DNA sequences*	
🗖 Height	
□ Weight	
Contact Information	Law Enforcement Information
Current and/or previous home address	Arrest record or criminal conviction
🛄 Email address	Date and/or time of release from custody of
Phone number	ACS, DOCS, or NYPD
	Information obtained from any surveillance
	system operated by, for the benefit of, or at the
	direction of the NYPD
Demographic Information	Technology-Related Information
Country of origin	Device identifier including media access
Date of birth*	control (MAC) address or Internet mobile
🔲 Gender identity	equipment identity (IMEI)*
Languages spoken	GPS-based location obtained or derived from a
Marital or partnership status	device that can be used to track or locate an
Nationality	individual*
Race	Internet protocol (IP) address*
Religion	Social media account information
Sexual orientation	
Status information	
Citizenship or immigration status	
Employment status	
Status as a victim of domestic violence or	
sexual assault	
Status as crime victim or witness	
Other Types of Identifying Information (list below)	:
*Type of identifying information designated by the	CPO (see <u>CPO Policies & Protocols, §3.1.1</u>).



DISCLOSURES

6. How many disclosures does the agency have to describe?

10

7. **DISCLOSURES**. Upload worksheet 2.



- Proceed to the next page -



8. For all **disclosures**, select the types of identifying information disclosed (check all that apply). *See* <u>Citywide Privacy Protection Policies and Protocols § 3.1</u>.

Name	Work-Related Information			
Social security number (full or last 4 digits)*	Employer information			
Taxpayer ID number (full or last 4 digits)*	Employment address			
Biometric Information	Government Program Information			
Fingerprints	Any scheduled appointments with any			
Photographs	employee, contractor, or subcontractor			
Palm and handprints*	Any scheduled court appearances			
Retina and iris patterns*	Eligibility for or receipt of public assistance or			
Facial geometry*	City services			
Gait or movement patterns*	Income tax information			
Voiceprints*	Motor vehicle information			
DNA sequences*				
🗖 Height				
🗖 Weight				
Contact Information	Law Enforcement Information			
Current and/or previous home address	Arrest record or criminal conviction			
🔲 Email address	Date and/or time of release from custody of			
Phone number	ACS, DOCS, or NYPD			
	Information obtained from any surveillance			
	system operated by, for the benefit of, or at the			
	direction of the NYPD			
Demographic Information	Technology-Related Information			
Country of origin	Device identifier including media access			
Date of birth*	control (MAC) address or Internet mobile			
Gender identity	equipment identity (IMEI)*			
Languages spoken	GPS-based location obtained or derived from a			
Marital or partnership status	device that can be used to track or locate an			
Nationality	individual*			
Race	Internet protocol (IP) address*			
Religion	Social media account information			
Sexual orientation				
Status information				
Citizenship or immigration status				
Employment status				
Status as a victim of domestic violence or				
sexual assault				
Status as crime victim or witness				
Other Types of Identifying Information (list below):			
DOE student identification numbers				
*Type of identifying information designated by the CPO (see <u>CPO Policies & Protocols, §3.1.1</u>).				



9. Separate from the Citywide Privacy Protection Policies and Protocols, what are the agency's policies regarding requests for disclosures from other City agencies, local public authorities or local public benefit corporations, and third parties? Please summarize or upload a copy of the policy. See N.Y.C. Admin. Code § 23-1205(a)(1)(c)(1).

- 10. Which divisions of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
- 11. Which categories of employees within the agency make disclosures of identifying information following the approval of the privacy officer? See § N.Y.C Admin. Code § 23-1205(a)(1)(c)(4).
- 12. Do any of the agency's policies address **access** to identifying information by employees, contractors, and subcontractors? See § N.Y.C. Admin Code § 23-1205(a)(4).
 - Yes GO TO QUESTION 13
 - \bigcirc No GO TO QUESTION 16
- 13. Do these policies state that **access** to identifying information must be necessary for the employees, contractors, and subcontractors to perform their duties? *See N.Y.C. Admin Code* § 23-1205(a)(4).
 - Yes GO TO QUESTION 14
 - \bigcirc No **GO TO QUESTION 16**
- 14. Are these policies implemented so that **access** is limited to the greatest extent possible, but also furthers the purpose or mission of the agency?
 - Yes GO TO QUESTION 15
 - \bigcirc No **GO TO QUESTION 16**



15. Describe how **access** is limited to the greatest extent possible while furthering the purpose or mission of the agency.

16. **Summarize or upload** the agency's current policies for handling **proposals for disclosures to other** City agencies, local public authorities, or local public benefit corporations, and third parties. *See N.Y.C Admin Code* § 23-1205(a)(1)(c)(2).

17. Summarize or upload the agency's current policies regarding the classification of disclosures as necessitated by the existence of exigent circumstances or as routine. See N.Y.C Admin Code \$ 23-1205(a)(1)(c)(3).

- 18. Since 2022, has the agency **considered or implemented**, where applicable, policies that minimize the collection, retention, and disclosure of identifying information to the greatest extent possible while furthering the purpose or mission of the agency? *See N.Y.C Admin Code § 23-1205(a)(3)*.
 - Yes GO TO QUESTION 19
 - \bigcirc No GO TO QUESTION 20
- 19. Summarize the policies that the agency has **considered or implemented** regarding data minimization for the collection, retention, and disclosure of identifying information. *See N.Y.C* Admin Code § 23-1205(a)(4).



20. Summarize the agency's use of agreements for any use or disclosure of identifying information. See N.Y.C Admin Code § 23-1205 (a)(1)(d).

21. Since 2022, describe the impact of the Identifying Information Law and any other local, state, or federal laws upon your agency's practices in relation to the collection, retention, and disclosure of identifying information (i.e., if such practices would differ in the absence of these laws). The impact can be positive or negative. See N.Y.C Admin Code § 23-1205(a)(2).

22. Describe how the current privacy policies and protocols issued by the Chief Privacy Officer, or the guidance issued by the Citywide Privacy Protection Committee affected your agency's practices in relation to the collection, retention, and disclosure of identifying information. The effects can be positive or negative. *See N.Y.C Admin Code § 23-1205(a)(2)*.

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APPROVAL SIGNATURE FOR AGENCY REPORT

PREPARER OF AGENCY REPORT

- Name: Shane Myers
- Title: Associate Counsel and Agency Privacy Officer
- Email: smyers@planning.nyc.gov
- Phone: 518-428-8019

ELECTRONIC SIGNATURE OF AGENCY HEAD OR DESIGNEE REQUIRED BELOW

- Name: Susan Amron
- Title: General Counsel
- Email: samron@planning.nyc.gov
- Phone: 212-720-3500

Signature: Sum E A_-

Date: 07/30/2024



Describe the following types of collections. *Note, you may have multiple collections of the same type.*

	COLLECTIONS					
Type of Collection Describe the Specific Activity Classic				Describe the agency purpose or mission served by this Collection.		
1	Strategic Initiatives	Strategic Initiatives Borough Offices collect and retain identifying information consisting of contact and demographic information.		Formulate borough-wide and local area plans and engage the public regarding planning initiatives		
2	Social Services	Capital Division assists the New York City School Construction Authority in processing geocoded enrollment data		Assess school capacity needs throughout the City		
3	Environment	Climate and Sustainability Planning Division collects and retains geo-located data of residential developments located in flood plains	Pre-approved as routine	Assist in responding to climate change and planning for the City's resilience.		
4	None of the above			Press releases and social media postings which are used to raise public awareness of DCP initiatives.		
5	Compliance	Environmental Assessment and Review Division collects and retains identifying information submitted pursuant to City Environmental Quality Review (CEQR) regulations	Pre-approved as routine	Processing the applications submitted to DCP pursuant to City Environmental Quality Review (CEQR) regulations		



6	Human Resources and other Personnel Matters	EEO Office collects and retains employee medical and personal information	Pre-approved as routine	Reasonable accommodations based on disability, pregnancy/relations conditions, religion, and other categories.
7	Office Administration	Fiscal Division collects and retains identifying information for the purposes of staff registrations for reimbursements, staff EFT enrollments for electronic payments through the Department of Finance, vendor registrations, grant claims and applications, and bookstore purchases, as needed. Furthermore, identifying information is collected and retained from vendors, contractors, experts, or consultants so that such entities or persons may carry out their roles and responsibilities under contracts and agreements. Operations Division confirms employees are validly registered to drive NYC vehicles.	Pre-approved as routine by the APOs of two or more agencies	General agency operations and administration
8	Legal Matters or Proceeding	General Counsel's Office collects and retains identifying information as needed	Pre-approved as routine	Respond to requests for legal advice, litigation, and requests by other local, state, and federal agencies.



	Human Resources and other	Human Capital Division collects	Pre-approved as routine	Hire staff and ensure a legally
	Personnel Matters	and retains identifying		compliant work environment.
		information relating to		
9		employees obtained from the		
5		City's NYCAPS and Citytime		
		system in which all employee,		
		history, records, and status of		
		employment is stored.		
	Technology	Information Technology	Pre-approved as routine	Database and application
		Division collects and retains		development; PC and network
		identifying information relating		services; Citywide Geo
		to employees' e-mail and		Application Services; Enterprise
10		internet access and in		Data Management; Special
		connection with assigned		Projects; and Web Operations.
		devices (phones, tablets, remote		
		access etc.) to support the		
		agency's IT services.		
	Client or Customer Service	Pipeline and Commission	Pre-approved as routine	Process the agency's land use
		Operations Division collects and		applications submitted to the
11		retains identifying information		agency pursuant to the New York
		as needed		City Charter and Administrative
				Code.
	Research	Population Division collects and	Pre-approved as routine by the	Understand how the City's
		retains identifying information	APOs of two or more agencies	population is changing overtime,
12		regarding birth and death data		which impacts almost all of the
		provided by the Department of		services that the City provides.
		Health ("DOH")		
	None of the above	Technical Review Division and	Pre-approved as routine	Perform technical reviews of land
13		Staten Island Borough Office		use applications submitted to the
		collects and retains identifying		agency.
		information as needed in		



		connection with its review of land use applications		
14	Utilities & Infrastructure	Transportation Division collects and retains identifying information regarding trip generation data collected by the Taxi Limousine Commission	Pre-approved as routine	Provide technical support on transportation planning issues and conduct transportation studies.
15	Strategic Initiatives	Strategic Planning Divisions include DCP's Housing and Economic Development and Regional Planning Divisions which collect identifying information to create such analytical tools as the Housing Database, which contains identifying information from DOB records.	Pre-approved as routine	Provide technical support on planning issues and conduct studies to support agency priorities.
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	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.
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	Type of Collection	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Collection.
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WORKSHEET 1 - COLLECTIONS

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	DISCLOSURES					
	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?	
1	Office Administration	Fiscal Division discloses identifying information as needed to manage the agency's contracts, accounting, and budgeting. To comply with applicable local, state, and federal procurement rules, certain identifying information may be disclosed such as bidders' and contractors' names and contact information. Contract related information is disclosed to the Mayor's Office of Contracting Services and the Mayor's Office of Management and Budget.	Pre-approved as routine by the APOs of two or more agencies	General agency operations and administration	Yes	
2	Human Resources and other Personnel Matters	Human Capital Division, along with EEO, discloses identifying information as needed to share information relating	Pre-approved as routine	Hire staff and ensure a legally compliant work environment.	Yes	

Describe the following types of disclosures. *Note, you may have multiple disclosures of the same type.*



		to background checks; disciplinary hearings at the City's OATH; the City's Office of Labor Relations; and to the City's unions in connection with disciplinary hearings and to facilitate union contact with its membership.			
3	Technology	Information Technology Division discloses identifying information as needed for sharing with the City's Office of Technology and Innovation, which oversees the IT divisions in all the City agencies. Additionally, information is disclosed in relation to various City geocoded databases, that contain property information	Pre-approved as routine	Database and application development; PC and network services; Citywide Geo Application Services; Enterprise Data Management; Special Projects; and Web Operations.	Yes
4	Social Services	Capital Division assists the New York City School Construction Authority in processing geocoded enrollment data and returns the analyzed data back to SCA and DOE	Pre-approved as routine	Assess school capacity needs throughout the City	Yes



5	Client or Customer Service	Pipeline and Commission Operations Division discloses identifying information to the Mayor's Office of Contracting Services pursuant to the provisions of Local Law 34 of 2007.	Pre-approved as routine	Process the agency's land use applications submitted to the agency pursuant to the New York City Charter and Administrative Code.	Yes
6	Compliance	Environmental Assessment and Review Division discloses identifying information with the Mayor's Office of Environmental Coordination.	Pre-approved as routine	Processing the applications submitted to DCP pursuant to City Environmental Quality Review (CEQR) regulations	Yes
7	None of the above	Technical Review Division and Staten Island Borough Office discloses identifying information as needed to the New York City Department of Buildings ("DOB") regarding agency approvals that are a precondition to the issuance of DOB permits.	Pre-approved as routine	Perform technical reviews of land use applications submitted to the agency.	No
8	Choose an item.	General Counsel's Office discloses identifying information as needed in relation to litigation, FOIL requests, compliance with law enforcement activities,	Pre-approved as routine	Respond to requests for legal advice, litigation, and requests by other local, state, and federal agencies.	No



		and to comply with			
		regulatory requirements			
		or in response to other			
		official inquiries. The			
		City's Department of			
		Investigation may also			
		request identifying			
		information. In addition,			
		DCP may also forward			
		identifying information			
		including owner's name			
		and address information			
		when it is made aware			
		of potential zoning			
		violations.			
	None of the above	Communication Division	Pre-approved as routine	Press releases and social	No
		may disclose information		media postings which are	-
		from individuals involved		used to raise public	
		in the media, elected		awareness of DCP	
9		officials, community		initiatives.	
		boards, advocacy groups,			
		and the general public to			
		raise public awareness of			
		DCP initiatives.			
	Environment	The Climate and	Pre-approved as routine	Assist in responding to	Yes
		Sustainability Planning		climate change and	
		Division discloses		planning for the	
		identifying information		City's resilience.	
10		as needed with New York			
		University's Center for			
		Urban Science and			
		Progress ("CUSP") in			



		collaborative research and development work to understand and analyze the impact of the floodplain on housing.			
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	Type of Disclosure	Describe the Specific Activity	Classification	Describe the agency purpose or mission served by this Disclosure.	Was this disclosure made pursuant to an external request?
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	Type of Disclosure	Describe the Specific	Classification	Describe the agency	Was this disclosure
		Activity		purpose or mission served	made pursuant to an
				by this Disclosure.	external request?
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	Type of Disclosure	Describe the Specific	Classification	Describe the agency	Was this disclosure
		Activity		purpose or mission served	made pursuant to an
				by this Disclosure.	external request?
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WORKSHEET 2 - DISCLOSURES

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88	Choose an item.	Choose an item.	Choose an item.
89	Choose an item.	Choose an item.	Choose an item.
90	Choose an item.	Choose an item.	Choose an item.
91	Choose an item.	Choose an item.	Choose an item.
92	Choose an item.	Choose an item.	Choose an item.
93	Choose an item.	Choose an item.	Choose an item.
94	Choose an item.	Choose an item.	Choose an item.
95	Choose an item.	Choose an item.	Choose an item.
96	Choose an item.	Choose an item.	Choose an item.
97	Choose an item.	Choose an item.	Choose an item.
98	Choose an item.	Choose an item.	Choose an item.
99	Choose an item.	Choose an item.	Choose an item.
100	Choose an item.	Choose an item.	Choose an item.



For each **disclosure**, select the <u>type</u> of entity **and** provide the <u>name</u> of the entity that received the identifying information.

	Type of Entity	Name of Entity
1	Federal Agency	[free text]
2	Choose an item.	
3	Choose an item.	
4	Choose an item.	
5	Choose an item.	
6	Choose an item.	
7	Choose an item.	
8	Choose an item.	
9	Choose an item.	
10	Choose an item.	
11	Choose an item.	
12	Choose an item.	
13	Choose an item.	
14	Choose an item.	
15	Choose an item.	
16	Choose an item.	
17	Choose an item.	
18	Choose an item.	
19	Choose an item.	
20	Choose an item.	
21	Choose an item.	
22	Choose an item.	
23	Choose an item.	
24	Choose an item.	
25	Choose an item.	
26	Choose an item.	
27	Choose an item.	



	Type of Entity	Name of Entity
28	Choose an item.	[free text]
29	Choose an item.	
30	Choose an item.	
31	Choose an item.	
32	Choose an item.	
33	Choose an item.	
34	Choose an item.	
35	Choose an item.	
36	Choose an item.	
37	Choose an item.	
38	Choose an item.	
39	Choose an item.	
40	Choose an item.	
41	Choose an item.	
42	Choose an item.	
43	Choose an item.	
44	Choose an item.	
45	Choose an item.	
46	Choose an item.	
47	Choose an item.	
48	Choose an item.	
49	Choose an item.	
50	Choose an item.	
51	Choose an item.	
52	Choose an item.	
53	Choose an item.	
54	Choose an item.	
55	Choose an item.	
56	Choose an item.	



	Type of Entity	Name of Entity
57	Choose an item.	[free text]
58	Choose an item.	
59	Choose an item.	
60	Choose an item.	
61	Choose an item.	
62	Choose an item.	
63	Choose an item.	
64	Choose an item.	
65	Choose an item.	
66	Choose an item.	
67	Choose an item.	
68	Choose an item.	
69	Choose an item.	
70	Choose an item.	
71	Choose an item.	
72	Choose an item.	
73	Choose an item.	
74	Choose an item.	
75	Choose an item.	
76	Choose an item.	
77	Choose an item.	
78	Choose an item.	
79	Choose an item.	
80	Choose an item.	
81	Choose an item.	
82	Choose an item.	
83	Choose an item.	
84	Choose an item.	
85	Choose an item.	



WORKSHEET 2 - DISCLOSURES

	Type of Entity	Name of Entity
86	Choose an item.	[free text]
87	Choose an item.	
88	Choose an item.	
89	Choose an item.	
90	Choose an item.	
91	Choose an item.	
92	Choose an item.	
93	Choose an item.	
94	Choose an item.	
95	Choose an item.	
96	Choose an item.	
97	Choose an item.	
98	Choose an item.	
99	Choose an item.	
100	Choose an item.	



OPTIONAL QUESTION: Using the table below, describe any proposals for disclosures of identifying information that your agency declined to approve.

	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
1	Choose an item.	[free text]	[free text]	[free text]
2	Choose an item.			
3	Choose an item.			
4	Choose an item.			
5	Choose an item.			
6	Choose an item.			
7	Choose an item.			
8	Choose an item.			
9	Choose an item.			
10	Choose an item.			
11	Choose an item.			
12	Choose an item.			
13	Choose an item.			
14	Choose an item.			
15	Choose an item.			
16	Choose an item.			
17	Choose an item.			
18	Choose an item.			
19	Choose an item.			
20	Choose an item.			
21	Choose an item.			
22	Choose an item.			
23	Choose an item.			
24	Choose an item.			
25	Choose an item.			



	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
26	Choose an item.	[free text]	[free text]	[free text]
27	Choose an item.			
28	Choose an item.			
29	Choose an item.			
30	Choose an item.			
31	Choose an item.			
32	Choose an item.			
33	Choose an item.			
34	Choose an item.			
35	Choose an item.			
36	Choose an item.			
37	Choose an item.			
38	Choose an item.			
39	Choose an item.			
40	Choose an item.			
41	Choose an item.			
42	Choose an item.			
43	Choose an item.			
44	Choose an item.			
45	Choose an item.			
46	Choose an item.			
47	Choose an item.			
48	Choose an item.			
49	Choose an item.			
50	Choose an item.			
51	Choose an item.			
52	Choose an item.			
53	Choose an item.			



	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
54	Choose an item.	[free text]	[free text]	[free text]
55	Choose an item.			
56	Choose an item.			
57	Choose an item.			
58	Choose an item.			
59	Choose an item.			
60	Choose an item.			
61	Choose an item.			
62	Choose an item.			
63	Choose an item.			
64	Choose an item.			
65	Choose an item.			
66	Choose an item.			
67	Choose an item.			
68	Choose an item.			
69	Choose an item.			
70	Choose an item.			
71	Choose an item.			
72	Choose an item.			
73	Choose an item.			
74	Choose an item.			
75	Choose an item.			
76	Choose an item.			
77	Choose an item.			
78	Choose an item.			
79	Choose an item.			
80	Choose an item.			
81	Choose an item.			



	Type of Entity that Requested the Identifying Information	Name of the Entity	Reason for the Request	Description of Agency's Rationale for Rejection
82	Choose an item.	[free text]	[free text]	[free text]
83	Choose an item.			
84	Choose an item.			
85	Choose an item.			
86	Choose an item.			
87	Choose an item.			
88	Choose an item.			
89	Choose an item.			
90	Choose an item.			
91	Choose an item.			
92	Choose an item.			
93	Choose an item.			
94	Choose an item.			
95	Choose an item.			
96	Choose an item.			
97	Choose an item.			
98	Choose an item.			
99	Choose an item.			
100	Choose an item.			