(B)   EACH STATE AGENCY OR INSTRUMENTALITY SUBJECT TO THE   STATE   DOCUMENTS   LAW SHALL SUBMIT A REPORT TO THE SECRETARY OF THE DEPARTMENT OF GENERAL   SERVICES   DESCRIBING THE   PERSONAL RECORDS THAT THE AGENCY MAINTAINS.   THE REPORT SHALL INCLUDE:

        (1) THE NAME OF THE   AGENCY   OR INSTRUMENTALITY AND   THE   DIVISION   WITHIN   THE   AGENCY   THAT IS MAINTAINING PERSONAL RECORDS, AND THE NAME AND LOCATION OF EACH   SET   OF PERSONAL RECORDS;

        (2)   A   BRIEF   DESCRIPTION   OF   THE   KINDS   OF INFORMATION CONTAINED IN EACH SET OF PERSONAL   RECORDS   AND THE   CATEGORIES   OF   INDIVIDUALS CONCERNING WHOM RECORDS ARE MAINTAINED;

        (3) THE MAJOR USES   AND   PURPOSES   OF   THE INFORMATION CONTAINED IN EACH SET OF PERSONAL RECORDS;

        (4) POLICIES AND   PROCEDURES   OF   THE AGENCY OR INSTRUMENTALITY   REGARDING   STORAGE,   RETRIEVABILITY, RETENTION,   DISPOSAL,   AND   SECURITY,   INCLUDING   ACCESS CONTROLS, OF EACH SET OF PERSONAL RECORDS;

        (5) POLICIES AND PROCEDURES OF THE AGENCY OR INSTRUMENTALITY REGARDING ACCESS AND CHALLENGES TO PERSONAL RECORDS BY THE PERSON IN INTEREST; AND

        (6) THE CATEGORIES OF SOURCES OF INFORMATION FOR EACH SET OF PERSONAL RECORDS.

    (C) EACH STATE   AGENCY   OR   INSTRUMENTALITY   THAT MAINTAINS PERSONAL RECORDS SHALL SUBMIT THE REPORT DESCRIBED IN SUBSECTION (B) BY JULY 1, 1983. THEREAFTER, A REPORT SHALL BE SUBMITTED ANNUALLY WHICH SHALL DESCRIBE ONLY THOSE SETS OF PERSONAL RECORDS WHICH WERE ELIMINATED OR ADDED SINCE THE PREVIOUS REPORT, OR WHICH CHANGED SIGNIFICANTLY SINCE THE PREVIOUS REPORT.

    (D) ANY STATE AGENCY OR INSTRUMENTALITY THAT MAINTAINS 2 OR MORE SETS OF PERSONAL RECORDS MAY COMBINE SUCH RECORDS FOR REPORTING PURPOSES, BUT ONLY IF THE CHARACTER OF THE RECORDS IS HIGHLY SIMILAR.

    (E) THE SECRETARY OF GENERAL SERVICES SHALL ISSUE REGULATIONS PRESCRIBING THE FORM AND METHOD OF FILING REPORTS OF PERSONAL RECORDS.

    (F) ALL REPORTS OF PERSONAL RECORDS SHALL BE AVAILABLE FOR PUBLIC INSPECTION.

    (G) WHEN ACCESS TO NONDISCLOSABLE PERSONAL RECORDS IS DESIRED FOR RESEARCH PURPOSES, THE OFFICIAL CUSTODIAN OF A STATE AGENCY OR INSTRUMENTALITY MAY GRANT ACCESS IF: