

U.S. Department of Education

Draft Information Quality Guidelines

An important part of the work of most Federal agencies includes the collection and dissemination of information related to their missions. The Paperwork Reduction Act (44 U.S.C. Chapter 35) establishes requirements for many of those agencies regarding some aspects of their collection and dissemination of information.

In December 2000, a new law took effect (section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001, Public Law 106-554), that requires agencies subject to the Paperwork Reduction Act, including the U.S. Department of Education, to issue guidelines by October 1, 2002, for the purpose of “ensuring and maximizing the quality, objectivity, utility, and integrity of information (including statistical information) disseminated by Federal agencies.”

As part of the process of developing information quality guidelines for the Department, the Department has written a draft set of guidelines for public review. The purpose of this website is to post the Department’s draft guidelines and invite you to provide comments about them. On May 1, 2002, the Department published a notice in the *Federal Register* indicating that our draft guidelines are available at this website for comment.

***Note:** These draft guidelines should not be used to request the correction of information. Final guidelines will be posted after September 30, 2002 describing the procedures for requesting correction of information.*

Information Covered By The Department’s Guidelines

The Department’s guidelines generally cover information disseminated to the public in any media or format, including print, electronic, audio/visual, or other form. It covers both information shared by the Department itself or Department-sponsored distribution of information to the public.

However, these guidelines do not govern all information of the Department of Education, and also do not cover all information disseminated by the Department. For example, the guidelines generally do not cover:

- Internal information;
- Information collected or developed by the Department that is not disseminated to the public, including documents intended only for inter-agency or intra-agency communications;

- Research findings published by grantees, unless the Department –
 - ❑ Represents or uses the information as the official position of the Department, or in support of the official position of the Department;
 - ❑ Has authority to review and approve the information before release; or
 - ❑ Directs that the information be disseminated.
- Opinions;
- Electronic links to information on other websites;
- Correspondence with individuals;
- Responses to requests for information under the Freedom of Information Act, the Federal Advisory Committee Act, and the Privacy Act;
- Press releases; and
- Archival records, public filings, subpoenas, or adjudicative processes.

Public Comment

We invite your comments on the Department's draft information quality guidelines. We will review all comments that we receive by May 31, 2002. Please be sure to indicate in the subject line that you are submitting comments on the "Section 515 Information Quality Guidelines."

Please send comments to the attention of Veena Bhatia at fax number (202) 708-9346 or by e-mail to the following address: ocio.section515@ed.gov

Alternatively, requesters may submit comments to the following address:

The Chief Information Officer
U.S. Department of Education
RE: Section 515 Information Quality Guidelines
Room 4082, ROB-3
400 Maryland Avenue, SW
Washington, DC 20202

If you have any questions, please contact Veena Bhatia at (202) 708-9279.