

Information Quality Guidelines**U.S. Customs Service Information Quality Guidelines**

The Office of Management and Budget (OMB) issued government-wide guidelines under section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Public Law 106-554) to ensure and maximize the quality, objectivity, utility and integrity of information disseminated by federal agencies. OMB's guidelines were published in the *Federal Register* in Volume 66, No. 189, on September 28, 2001, and updated in Volume 2, No. 67, on January 3, 2002. A corrected version of the guidelines was published in the *Federal Register* in Volume 67, No. 36, on February 22, 2002. Each federal agency is responsible for issuing its own section 515 guidelines. As a result, the U.S. Customs Service has developed corresponding information quality guidelines.

[U.S. Customs Service Information Quality Guidelines \(pdf\)](#)

[U.S. Customs Service Information Correction Form \(pdf\)](#)

Request for correction, and request for appeal, of information under Section 515 must be in writing and sent to Customs by postal mail or e-mail at the following address:

Mail:

United States Customs Service
Office of Public Affairs
Information Quality Program
1300 Pennsylvania Ave., NW, Room 6.3D
Washington, DC 20229

Email: web.comments@customs.treas.gov

Request for correction of information must be submitted within a reasonable time, not to exceed one year from the initial data dissemination, or October 1, 2002, whichever is later. This may vary according to the frequency by which the data are disseminated and will be determined by Customs officials.

To seek a correction of information under Section 515, affected persons must:

- State that the request for correction of information is submitted under Section 515 of Public Law 106-554.
- Clearly describe the information that warrants correction.
- Include the name of the report or data product where the information is located, how it was disseminated, and the date of issuance.
- State how the data affected you and how correction would benefit you.
- State specifically how the information is in error and how it should be corrected. Provide supporting documentary evidence, such as comparable data or research results on the same topic, to help in the review of the request.

- State specifically why the information does not comply with OMB or Treasury Guidelines.
- Include requestor's name, mailing address, telephone number, and organizational affiliation, if any. (Optional - fax number and email address). Customs needs this information to respond to the request and contact affected persons, if required.