

USDA Information Quality Guidelines for Organizational Information

Organizational information includes general descriptive information about USDA and its component agencies and offices. Examples include the agencies' history, functions, and legislative authorities; their organization charts, the offices within the agencies and their functions; the agencies' strategic and performance plans and their budgetary information; and information pertaining to the agencies' administrative processes.

Guidelines

- **Information should be comprehensive.**

The information should include all pertinent information to allow the public to understand the agency's legislative authorities, mission, activities, organization, strategic plan, performance plan, and performance accomplishments.

- **Information should be accurate and current.**

All information should be accurate, timely, and reflect the most current information available.

- **Information sources should be documented.**

Where appropriate, provide users with additional documentation or with method(s) to access supporting documentation by reference (e.g., citations) or by electronic means (e.g., "links").

- **Information should comply with applicable public laws, rules, regulations, and departmental directives, instructions and guidelines.**

All information should comply with current departmental policies and guidelines that govern information dissemination to the public. The information also should comply with the requirements of applicable public laws, such as the Government Performance and Results Act of 1993, and implementing rules and regulations issued under the authority of such laws.

- **Information should be accessible.**

Make all information available on agency websites for easy access by the public; make the information available in other media as practicable. Organize the information appropriately, and present it in a manner that is readily understood by the public. Documents disseminated on agency websites should be accessible to persons with visual disabilities pursuant to the requirements of Section 508 of the Rehabilitation Act.

[Link to the Information Quality Guidelines main page](#)

We welcome your comments and suggestions about these pages. For information related

to the USDA Quality Information Guidelines, please contact [Dr. Bette Fugitt](#), USDA Records Officer. For comments regarding the site itself: ociowebmaster@ociofc.usda.gov
http://www.ocio.usda.gov/irm/qi_guide/organization.html
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