



## Seeking Correction of Information Disseminated by the Board

### Complaint and Appeals Process

The Board's guidelines permit affected persons to seek and obtain correction of information maintained and disseminated by the Board that does not comply with the agency and Office of Management and Budget (OMB) guidelines. "Affected persons" are people who may benefit from or be harmed by the disseminated information, including people who are seeking to address information about themselves and people who use the information. The benefit or harm must be directly caused by the information disseminated by the Board. Affected persons include groups, organizations, and corporations. If you are an affected person and you believe that information disseminated by the Board does not comply with the OMB guidelines, you may submit a request for a correction of the information (1) through a rulemaking procedure or (2) by filing a correction request.

### Rulemaking Procedures

When the Board publishes a request for comments in a proposed rulemaking, the public is encouraged to comment on the proposal. You may submit a comment regarding the quality of the information that is disseminated in the proposed rulemaking. The Board staff will review any comments and consider any requests for correction of the information during the comment-review process. Response to correction requests will be made a part of the final rulemaking of the Board, which will be published in the *Federal Register*. This means of requesting a correction of information is the only one that is part of a rulemaking procedure.

### Filing a Correction Request

For information that is not part of a rulemaking procedure, you may submit a request for correction of information. The request must contain the following information:

- A statement that your request is being submitted under the Board's information-quality guidelines
- A description of the report, data set, or other document that contains the information you seek to have corrected, including, when applicable, the number or title of the document in question and the date of release
- A description of the specific information believed to be in error and a detailed explanation of how or why the information does not comply with Board or OMB guidelines, a detailed statement of the reason you believe the information is wrong, and a statement about how it should be corrected (Include specific reasons or examples.)
- A detailed explanation of how the disseminated information affects you (that

is, what benefit or harm may come to you as a result of the information)

- Contact information, including name, mailing address, fax number or e-mail address, telephone number, and organization affiliation (if any)<sup>1</sup>

You may submit your request via this website application, U.S. mail, overnight delivery, fax, or courier service.

Mailing Address: Attn: Donna Dorey  
Board of Governors of the Federal Reserve System  
20th Street and Constitution Avenue, NW  
MS 41  
Washington, DC 20551

Contact Us: <http://www.federalreserve.gov/forms/Section515.cfm>

Fax number: 202-728-5856

Courier Services: Deliveries can be made between 8:45 a.m. and 5:15 p.m. to the Board's mail facility in the West Courtyard on 21st Street between Constitution Avenue and C Street, NW.

**The requester is responsible for providing information needed to process a request for correction. Persons who provide a full statement of facts will help expedite the review process, and their requests will be reviewed faster than requests from those who provide few or no facts to support their requests.**

## Review of Requests by the Board

As a preliminary matter, it may be determined that a request does not meet the threshold requirements for processing. Requests that do not contain sufficient information to process the request, that are not from an "affected person," or that request a correction to information not covered by the guidelines are examples of requests that will not be processed. Requests that fail to show an error in the facts or data used to support such results also will not be processed.

A request that meets the threshold requirements for processing will be reviewed and a determination will be made about whether changes to the data are appropriate. Requests normally will be processed in the order in which they are received. Our goal is to respond to requests within 45 calendar days of receipt. If the request requires more than 45 days to resolve, the agency will inform the requester that more time is required, giving the reason and an estimated decision date. The format of the response will depend on the character and volume of requests. For example, if the Board receives numerous requests about the same item, it may provide a response through a press release or on its web site. Other requests may receive an individual response by letter, e-mail, or telephone.

## Requester's Right to an Appeal

If you disagree with the decision on your request, you may submit a written request for reconsideration to Donna Dorey at the address given above. The agency official who reviews the original complaint will not review or make any determination on the appeal. The request should be received by the Board within 30 days of the date of the decision and should provide the reasons that the decision should be

reconsidered and relevant facts that, for good cause shown, were not previously presented in your initial request. Our goal is to respond to a request for reconsideration within 45 calendar days of receipt. If the request requires more than 45 days to resolve, the agency will inform the requester that more time is required, giving the reason and an estimated decision date.

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#### Footnote

1. **Privacy Act Statement.** Collection of this information is authorized by section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001, Public Law 106-554. The information will be used to process your request for correction of information. In some circumstances, we may disclose information you submitted to a congressional office in response to an inquiry made on your behalf; to the Department of Justice or to a court or other tribunal when the information is relevant and necessary to litigation; or to a contractor or another federal agency to help accomplish a function related to this process. Supplying this information is voluntary, but failure to provide all the information may cause a delay in the processing of your request or prevent the processing of your request. [Return to text](#)

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**Last update: October 1, 2002**