



U. S. General Services Administration

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Data Integrity Appeals Process

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Related Offerings

- [GSA's Information Quality Guidelines for Section 515](#)
- [Data Integrity Correction Sheet](#)
- [Public Comments](#)
- [Federal Register Notice](#)
- [Information Quality Guidelines - Section 515](#)

Data Integrity and Quality

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 Friday, September 28, 2001, and updated in Volume 2, No. 67 on Thursday, January 3, 2002. Each Federal agency is responsible for issuing its own Section 515 guidelines. As a result, the General Services Administration has developed corresponding information quality guidelines.

What information is NOT subject to the Information Quality Guidelines?

Information that is NOT subject to the Information Quality Guidelines includes:

- Personal information received as a result of agency adjudicative decisions
- Information pertaining to basic agency operations
- Program publications, such as pamphlets and notices, that explain benefit programs and how to apply for benefits
- Procedural and policy manuals
- Management information that is produced primarily for internal use.

How can I correct information that is NOT subject to the Information Quality Guidelines?

If the information you want to correct falls into any of the categories listed above,

please call us at (202) 219-0273, the Office of Management Services.

What information IS subject to the Information Quality Guidelines?

Information that IS subject to the Information Quality Guidelines includes:

- Statistical or actuarial information
- Studies and summaries prepared for public dissemination to inform the public about the impact of the General Services Administration programs
- Studies and summaries prepared for use in formulating broad program policy.

How can I correct information that is subject to the Information Quality Guidelines?

If you want to correct information from GSA which is subject to the Information Quality Guidelines, please follow the procedure for correcting GSA information.

Do not seek correction to personal information or individual accounts through the procedures described below. To seek correction of information related to individual accounts, benefits, earnings or related information, please call us at: (202) 219-0273, the Office of Management Services

Procedure to Seek Correction of Information Disseminated
By the
General Services Administration
Under
Section 515 of Public Law 106-554

1. Background. In accordance with Section 515 of Public Law 106-554, codified at 44 U.S.C. § 3516, note the General Services Administration (GSA) has developed mechanisms to allow affected persons to seek and obtain correction of information maintained and disseminated by this agency. To seek a correction under Section 515 of information maintained or disseminated by the General Services Administration, individuals should follow the procedure described below.

2. Information Required.

a. Statement that request for correction of information is submitted under Section 515 of Public Law 106-554

b. Requestor Contact Information. Include name, mailing address, fax number, or e-mail address, telephone number and organizational affiliation, if any. This information is needed to respond to your request and initiate follow-up contact with you if required. Do not send us your Social Security Number.

c. Description of Information to Correct. Clearly indicate the information you believe is in error and should be corrected. Include the name of the report or data product where the information is located, the date of

issuance, and a detailed description of the information to be corrected.

d. Reasons for believing information should be corrected. Include specific reasons for believing the information should be corrected and if possible specific recommendations for how it should be corrected. Requests for correction that are specific and provide evidence to support the need for correction will enable the General Services Administration to provide a satisfactory response. Supporting documentary evidence, such as comparable data or research results on the same topic, will help in the review of the request.

e. Reasons for believing that information is not consistent with GSA/OMB standards as stated in the Information Quality Guidelines.

3. General Services Administration Review of the Request. Based on a review of the information provided, the General Services Administration will determine whether a correction is warranted, and, if so, what action to take. Any corrective action will be determined by the nature and timeliness of the information involved and such factors as the significance of the correction on the use of the information and the magnitude of the correction.

4. General Services Administration Response. The General Services Administration will respond to the requestor by letter, e-mail, or fax. The response will explain the findings of the review and the actions of the General Services Administration will take in response.

a. The General Services Administration will respond to all requests for correction of information within forty-five working days to resolve.

b. The General Services Administration will inform the requestor that more time is required and indicate the reason why and an estimated decision date.

5. Right to Appeal Decision. If the General Services Administration denies a request for correction, the requestor will be granted an administrative appeal.

6. Privacy Act Statement. We are authorized to collect the information you provide under section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Public Law No. 106-554, codified at 44 U.S.C. § 3516, note). It is needed to process your request and allow us to reply accordingly. You do not have to furnish the information, but failure to do so may prevent your request from being processed. The information you furnish is almost never used for any purpose other than to process and respond to your request. However, we may disclose information to a congressional office in response to an inquiry made on your behalf to the Department of Justice, 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. You can learn more about the Privacy Act at www.gsa.gov/Portal?privacy.jsp

7. Paperwork Reduction Act Statement. This information collection meets the clearance requirements of 44 U.S.C. § 3507, as amended by Section 2 of the Paperwork Reduction Act of 1995. You are not required to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take you about 15 minutes to gather the necessary facts and answer the questions.

8. Contact Point. Request for correction of information under Section 515 of Public Law 106-554 must be in writing and sent to the General Services Administration by mail to:

General Services Administration Office of the CIO, Section 515, Room 2213, 18th And F Sts., NW, Washington, DC 20405.

You may also send the information to GSA electronically by filling out the Data Correction Sheet, which may be found [at this site](#).

You may also sent this information via email to: section515@gsa.gov.

Last Modified 09/24/02

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