

November 15, 2002

MEMORANDUM TO: Stuart Reiter
Chief Information Officer

FROM: Janice Dunn Lee, Director /RA/
Office of International Programs

SUBJECT: NRC INFORMATION QUALITY GUIDELINES

This is in response to your August 16, 2002 memorandum to Office Directors and Regional Administrators, which requested that we develop office instructions to process, evaluate, and respond to information correction requests (ICRs) and appeals. Attached are the Office of International Programs' instructions. As requested, the instructions were developed in conjunction with the draft instruction and handbook, which you provided.

If you need anything further, please contact Dianne Johnson-Griggs (DJG) at 415-2347.

Attachment: As stated

cc w/attachment: Debra Corley, OCIO

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DATE	11/13/02	11/15/02	11/15/02	

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