

**Instructions:**

Attached is the FY07 IQ reporting template for you to use to compile your **DRAFT** agency reports. Please fill out your draft template using this Excel workbook. No other formats will be accepted.

Please note that this Excel workbook has 5 sheets (Instructions plus Sections I-IV. Each sheet contains a different section that must be filled out. Sections III and IV will require you to fill out a new form for each correction request you received. We have supplied 10 repeating forms for Section III and 5 repeating forms for Section IV. If you should need more, please contact OMB for assistance. You can delete any forms you do not need.

If your agency received no correction requests in FY07 and had no outstanding requests from FY03, FY04, FY05, or FY06 you need only to fill out Sections I and II of this form.

In sections III and IV you will need to fill out a unique form for each correction request you received.

Please do not post your draft reports on your webpages until OMB review is complete.

Please send all completed **draft** IQ reports (**DUE DECEMBER 17, 2007**) electronically to:  
[informationquality@omb.eop.gov](mailto:informationquality@omb.eop.gov).

If you should have questions or problems, please contact Dr. Nancy Beck at OMB.  
[nbeck@omb.eop.gov](mailto:nbeck@omb.eop.gov)  
Phone # 202-395-3258

# 2007 Year-End Information Quality Report

## Section I

I. Cover Sheet: Requests for Correction Received FY 2006 (Oct 1, 2006 to Sept 30, 2007)

Department Name: \_\_\_\_\_

Web page location of department information quality correspondence: \_\_\_\_\_

**Agency Name**

**Number of Requests Received**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL** \_\_\_\_\_

**SECTION II**

II. If you received correction requests or appeals and did not provide a final response in FY03, FY04, FY05, or FY06 please list those correction requests below and provide a detailed summary in section IV of this template.

<u>Agency Name</u>	<u>Number of Outstanding Requests from FY03, FY04, FY05, or FY06 that were completed in FY07 or are still incomplete</u>		<u>Number of Appeals Received in FY03, FY04, FY05, or FY06 that were completed in FY07 or are still incomplete</u>	
	<u>Complete</u>	<u>Still Incomplete</u>	<u>Complete</u>	<u>Still Incomplete</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	<b>TOTAL</b>	_____	_____	_____

**Section III. Please fill out this form for EACH Correction Request (and associated Appeal Request) Received in FY07.**

Agency/SubAgency Receiving Correction Request	
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Agency Request Name or Number (if applicable):	
--	--

Link to Correction Request:	
-----------------------------	--

Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
<input type="checkbox"/>	.org	
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
----------------	-------

Date Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending

Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B describing how the agency handled the request):	<input type="checkbox"/>	Still Pending	
	<input type="checkbox"/>	Full Correction	
	<input type="checkbox"/>	Partial Correction	
	<input type="checkbox"/>	No Correction	
	<input type="checkbox"/>	Disclaimer added to information on website	
	<input type="checkbox"/>	Request was handled under a different process (please describe below):	
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):	

Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

**If an Appeal on this request has been filed in FY07 please complete the rest of this form (otherwise leave blank):**

Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
	Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending
	Full Correction
	Partial Correction
	No Correction
	Disclaimer added to information on website
	Request was handled under a different process (please describe below):
	Changes, other than those requested were made (please describe below):



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Has An Appeal been filed?	<input type="checkbox"/>	Yes
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	<input type="checkbox"/>	No Correction	
	<input type="checkbox"/>	Disclaimer added to information on website	
	<input type="checkbox"/>	Request was handled under a different process (please describe below):	
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):	

Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

**If an Appeal on this request has been filed in FY07 please complete the rest of this form (otherwise leave blank):**

Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
	Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending
	Full Correction
	Partial Correction
	No Correction
	Disclaimer added to information on website
	Request was handled under a different process (please describe below):
	Changes, other than those requested were made (please describe below):



**Section IV. Please fill out this form for EACH Outstanding Correction Request from FY03, FY04, FY05, or FY06 that was completed in FY07 or is still pending. If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request you must include description of the correction request and appeal.**

Agency/SubAgency Receiving Correction Request	
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Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
	<input type="checkbox"/>	.org
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
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Date Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending

Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending	
	<input type="checkbox"/>	Full Correction	
	<input type="checkbox"/>	Partial Correction	
	<input type="checkbox"/>	No Correction	
	<input type="checkbox"/>	Disclaimer added to information on website	
	<input type="checkbox"/>	Request was handled under a different process (please describe below):	
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):	

Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/> Yes
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	No
<b>If an Appeal has been filed in FY06 on an FY03, FY04, or FY05 request please complete the rest of this form (otherwise leave blank):</b>	
Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date: Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe): No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending Full Correction Partial Correction No Correction Disclaimer added to information on website Request was handled under a different process (please describe below): Changes, other than those requested were made (please describe below):

**Section IV. Please fill out this form for EACH Outstanding Correction Request from FY03, FY04, FY05, or FY06 that was completed in FY07 or is still pending. If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request you must include description of the correction request and appeal.**

Agency/SubAgency Receiving Correction Request	
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Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
	<input type="checkbox"/>	.org
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
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Date Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending

Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending	
	<input type="checkbox"/>	Full Correction	
	<input type="checkbox"/>	Partial Correction	
	<input type="checkbox"/>	No Correction	
	<input type="checkbox"/>	Disclaimer added to information on website	
	<input type="checkbox"/>	Request was handled under a different process (please describe below):	
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):	

Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/> Yes
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		No
<b>If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request please complete out the rest of this form (otherwise leave blank):</b>		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	
	Still pending	
Link to Appeal Response:		
Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this	Yes (if yes please describe):	
	No	
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending	
	Full Correction	
	Partial Correction	
	No Correction	
	Disclaimer added to information on website	
	Request was handled under a different process (please describe below):	
	Changes, other than those requested were made (please describe below):	

**Section IV. Please fill out this form for EACH Outstanding Correction Request from FY03, FY04, FY05, or FY06 that was completed in FY07 or is still pending. If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request you must include description of the correction request and appeal.**

Agency/SubAgency Receiving Correction Request	
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Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
	<input type="checkbox"/>	.org
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
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Date Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending

Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending	
	<input type="checkbox"/>	Full Correction	
	<input type="checkbox"/>	Partial Correction	
	<input type="checkbox"/>	No Correction	
	<input type="checkbox"/>	Disclaimer added to information on website	
	<input type="checkbox"/>	Request was handled under a different process (please describe below):	
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):	

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	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/> Yes
---------------------------	------------------------------

		No
<b>If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request please complete the rest of this form (otherwise leave blank):</b>		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	
	Still pending	
Link to Appeal Response:		
Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this	Yes (if yes please describe):	
	No	
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending	
	Full Correction	
	Partial Correction	
	No Correction	
	Disclaimer added to information on website	
	Request was handled under a different process (please describe below):	
Changes, other than those requested were made (please describe below):		

**Section IV. Please fill out this form for EACH Outstanding Correction Request from FY03, FY04, FY05, or FY06 that was completed in FY07 or is still pending. If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request you must include description of the correction request and appeal.**

Agency/SubAgency Receiving Correction Request	
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Agency Request Name or Number (if applicable):	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
	<input type="checkbox"/>	.org
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
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Date Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending

Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending
	<input type="checkbox"/>	Full Correction
	<input type="checkbox"/>	Partial Correction
	<input type="checkbox"/>	No Correction
	<input type="checkbox"/>	Disclaimer added to information on website
	<input type="checkbox"/>	Request was handled under a different process (please describe below):
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):

Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	Yes
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		No
<b>If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request please complete the rest of this form (otherwise leave blank):</b>		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	
	Still pending	
Link to Appeal Response:		
Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this	Yes (if yes please describe):	
	No	
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending	
	Full Correction	
	Partial Correction	
	No Correction	
	Disclaimer added to information on website	
	Request was handled under a different process (please describe below):	
	Changes, other than those requested were made (please describe below):	

**Section IV. Please fill out this form for EACH Outstanding Correction Request from FY03, FY04, FY05, or FY06 that was completed in FY07 or is still pending. If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request you must include description of the correction request and appeal.**

Agency/SubAgency Receiving Correction Request			
Agency Request Name or Number (if applicable):			
Link to Correction Request:			
Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual	
	<input type="checkbox"/>	Trade Group (.com)	
	<input type="checkbox"/>	Trade Group (.org)	
	<input type="checkbox"/>	Corporation	
	<input type="checkbox"/>	Law Firm on behalf of:	
	<input type="checkbox"/>	Individual	
	<input type="checkbox"/>	.com	
	<input type="checkbox"/>	.org	
<input type="checkbox"/>	Other (please describe):		
Date Received:	date:		
Date Responded to (please mark column B with an X if still pending):	date:		
	<input type="checkbox"/>	Still pending	
Link to Agency Response:			
Request Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending	
	<input type="checkbox"/>	Full Correction	
	<input type="checkbox"/>	Partial Correction	
	<input type="checkbox"/>	No Correction	
	<input type="checkbox"/>	Disclaimer added to information on website	
	<input type="checkbox"/>	Request was handled under a different process (please describe below):	
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):	
Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure	
	<input type="checkbox"/>	Database	
	<input type="checkbox"/>	Fact Sheet	
	<input type="checkbox"/>	Report	
	<input type="checkbox"/>	Risk Assesment	
	<input type="checkbox"/>	Final Rule	
	<input type="checkbox"/>	Proposed Rule	
	<input type="checkbox"/>	Website	
<input type="checkbox"/>	Other (please describe below):		
Has An Appeal been filed?	<input type="checkbox"/>	Yes	

		No
<b>If an Appeal has been filed in FY07 on an FY03, FY04, FY05, or FY06 request please complete the rest of this form (otherwise leave blank):</b>		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	Still pending
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Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this	Yes (if yes please describe):	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending	
	Full Correction	
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	No Correction	
	Disclaimer added to information on website	
	Request was handled under a different process (please describe below):	
	Changes, other than those requested were made (please describe below):	