

## **INFORMATION QUALITY**

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### **I. Purpose**

This Directive establishes the Department of Homeland Security (DHS) policies and responsibilities for ensuring and maximizing the quality, utility, objectivity, and integrity of disseminated information.

### **II. Scope**

- A. This Directive applies throughout DHS. Information Quality (IQ) applies to:
  - 1. Influential scientific, financial, or statistical information disseminated to the public in any medium including textual, graphic, narrative, numerical, or audiovisual forms;
  - 2. DHS sponsored distribution of information; and
  - 3. Information posted on the Internet by DHS.
- B. DHS Components with existing Directives and Instructions on Information Quality may continue to use them, provided they are consistent with the policies and requirements within this Directive.
- C. This Directive hereby supersedes Management Directive 8200.1, "Information Quality."

### **III. Authorities**

- A. Public Law 106-554; "Treasury and General Government Appropriations Act for Fiscal Year 2001," Section 515, "The Data Quality Act"
- B. Title 44, United States Code, Chapter 35, "Coordination of Federal Information Policy"
- C. Executive Order 13422, "Further Amendment to Executive Order 12866 on Regulatory Planning and Review"

D. The Office of Management and Budget (OMB), "Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity of Information Disseminated by Federal Agencies"

E. OMB Memorandum M-05-03, "Issuance of OMB's Final Information Quality Bulletin for Peer Review"

F. OMB Circular A-123, "Management Accountability and Control"

G. OMB Circular A-127, "Financial Management Systems"

H. OMB Circular A-130, "Management of Federal Information Resources"

## IV. Responsibilities

A. The **DHS Chief Information Officer (CIO)**:

1. Provides management and oversight to the DHS-wide implementation of the law, regarding Information Quality;
2. Coordinates across the Department to develop and maintain data management, data dissemination, and digital information processes to the public; and
3. Designates a DHS Information Quality Officer.

B. The **DHS Information Quality Officer**:

1. Serves as the liaison with OMB regarding management and operation of DHS Information Quality;
2. Requests designation of a primary and alternate Component Information Quality Officer or Official;
3. Advises and assists the Department on the tracking and processing of requests for correction of disseminated information;
4. Implements a periodic review period to ensure compliance; and
5. Establishes and maintains an administrative mechanism for tracking and responding to information corrections and appeals.

C. The **Component heads**:

1. Establish an Information Quality function in their Component for reviewing and substantiating the quality of information before it is disseminated;
2. Designate a Component Information Quality Officer or Official who serves as a single point of contact within their Component on the Information Quality function;
3. Ensure the Information Quality function complies with and effectively implements the policies in this Directive;
4. Establish information correction and appeal procedures; and
5. Maintain and provide annual year data to the DHS Information Quality Officer on the number, nature, and resolutions of complaints received by the organization.

D. The **Component Information Quality Officers/Officials**:

1. Develop and manage an administrative mechanism for receiving and responding to information quality complaints and appeals;
2. Provide multiple media sources for the filing of complaints (e.g., via mail, Internet, email, etc.);
3. Post the information quality procedures and the administrative mechanism on the Component web site;
4. Keep official records on complaints and retain statistics necessary for annual reports, which are submitted to the DHS Office of the Chief Information Officer (OCIO); and
5. Prepare annual reports to the DHS OCIO.

E. **DHS Employees** integrate information quality into the development of disseminated information, in accordance with OMB and DHS policies.

## V. Policy and Requirements

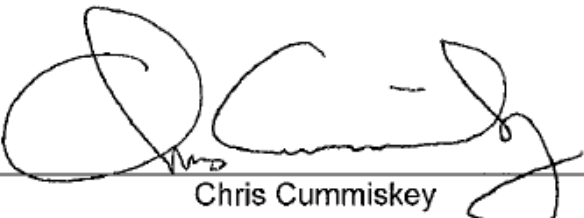
In accordance with OMB Guidelines, DHS follows these Information Quality Principles to:

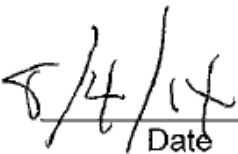
- A. Ensure and maximize the quality, objectivity, utility, and integrity of the information that it disseminates to the public.

- B. Ensure appropriate steps are taken to incorporate information quality criteria into its information dissemination practices.
- C. Ensure the quality of information disseminated is in accordance with the standards set forth by OMB and DHS.
- D. Integrate information quality into every step of the development of information, including creation, collection, maintenance, and dissemination.

## VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Information Officer.

  
Chris Cummiskey  
Acting Under Secretary for Management

  
Date