

- 1.1 Purpose.** This chapter provides a general overview of Indian Affairs (IA) policy and guidance for ensuring and maximizing the quality (including the objectivity, utility, and integrity) of information disseminated by IA.
- 1.2 Scope.** This policy applies to all functions under the authority of the Assistant Secretary - Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA) and the Bureau of Indian Education (BIE) (collectively, “Indian Affairs (IA)”). This policy applies to all information disseminated by IA, including information that IA receives from tribal governments or tribal organizations operating IA programs under grants, contracts or compacts (including but not limited to those authorized by the Indian Self Determination and Education Assistance Act, as amended (25 U.S.C. 450 *et seq.*)) and thereafter disseminates.
- 1.3 Policy.** All information disseminated by IA must comply with basic standards of quality to ensure and maximize its objectivity, utility, and integrity. IA will ensure that information disseminated is developed from reliable methods and data sources and will ensure information quality at each stage of information development. Subsequent chapters of the IA Manual address Quality of Disseminated Information, Scientific Integrity, Scientific Conduct, Peer Review, and Requests for Correction and Administrative Appeals.
- 1.4 Limited Dissemination of Information.** Information generated, compiled, or used by IA for the purpose of fulfilling fiduciary trust responsibilities to individual Indians and Indian tribes is for the internal use of IA and provided solely to the trust beneficiary.
- 1.5 Authority.**
- A. DOI Information Quality Guidelines** establish policy to ensure and maximize the objectivity, utility, and integrity of information disseminated to the public by the Department of the Interior (“Department”). These guidelines implement the **Information Quality Act (P.L. 106-554 Section 515)** and associated **OMB Guidelines (67 FR 8452-8460)**.
  - B. The Federal Records Act (44 U.S.C. 3101)** requires the head of each federal agency to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency. The records should be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency’s activities.
  - C. The Public Information section of the Administrative Procedure Act (5 U.S.C. 552)** requires that the following information be made available to the public: descriptions of the organization; where and how information and decisions can be secured; what and how functions are performed; what requirements must be met to get benefits or service; and what procedures must be followed.

- D. Provisions of the **Federal Information Resources Management** regulations (**41 CFR 201**), and **Departmental Manual 381 DM 1** require that IA provide proper documentation of its organization, functions, policies, and procedures.
- E. **Section 508 of the Rehabilitation Act (29 U.S.C. 794d)** requires Federal agencies' electronic and information technology to be accessible to people with disabilities, including employees and members of the public.

### 1.6 Responsibilities.

- A. **Assistant Secretary – Indian Affairs** is responsible for deciding any appeals of decisions in information quality requests for correction and coordinating with the Office of Chief Information Officer (OCIO) to ensure a timely response.
- B. **The Office of the Chief Information Officer (OCIO)** is responsible for coordinating the required reports, publication of information on the Web site, and responses to requests for correction and appeals under this Part.
- C. **AS-IA Office Directors, Bureau Directors, Deputy Bureau Directors, and Regional Directors** are responsible for ensuring that their staffs comply with the policies and procedures in this Part to ensure that information meets information quality standards, provide information to the OCIO for required reports and Web site publications, and address the substance of requests for correction.

### 1.7 Definitions.

- A. **Dissemination.** Publication (electronic or written) of information to a community or audience. Publication of information listed in 10 IAM 2, Section 1.6 is not dissemination.
- B. **Indian Affairs (IA).** Includes the Offices of the AS-IA, the BIE, and the BIA. The organization and functions of the components of IA are described in 110 DM 8, 130 DM 1, 130 DM 2, 130 DM 8 and 130 DM 9.
- C. **Information.** Any communication or representation of knowledge such as facts or data, in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual. This definition includes information that an agency disseminates from a web page.
- D. **Integrity.** Refers to the security of information—protection of information from unauthorized access or revision, to ensure that the information is not compromised through corruption or falsification.
- E. **Proper Documentation.** Identifying what information needs to be created or received to provide documented evidence of carrying out official responsibilities; managing the organization; and meeting the Department's legal responsibilities.
- F. **Objectivity.** The determination that disseminated information is presented accurately, clearly, and completely, and in an unbiased manner. Objectivity involves two distinct elements: presentation and substance.

- G. Quality.** An encompassing term that includes utility, objectivity, and integrity. The guidelines refer to the four statutory terms collectively as "quality."
- H. Reproducibility.** The determination that information is capable of being substantially reproduced, subject to an acceptable degree of imprecision. For information judged to have more important impacts, the degree of imprecision that is tolerated is reduced. If IA applies the reproducibility test to specific types of original or supporting data, the associated guidelines will provide relevant definitions of reproducibility (e.g., standards for replication of laboratory data). With respect to analytic results, capable of being substantially reproduced means that independent analysis of the original or supporting data using identical methods would demonstrate whether similar analytic results, subject to an acceptable degree of imprecision or error, could be generated.
- I. Utility.** The usefulness of the information to its intended users, including the public. In assessing the usefulness of information that IA disseminates to the public, IA needs to consider the uses of the information not only from an IA perspective, but also from the perspective of the public. When transparency of information is relevant for assessing the information's usefulness from the public's perspective, IA must take care to address that transparency in the review of information.