

## Federal Highway Administration (FHWA) Data Update Policy

### Update or Correction Procedures

The FHWA has established procedures to allow organizations to update or correct information maintained and disseminated by the agency subject to [Department of Transportation \(DOT\) Information Dissemination Quality Guidelines](#) and Office of Management and Budget (OMB) section 515 guidelines. These procedures take effect on October 1, 2020.

### General

OMB issued government-wide [Information Quality Guidelines](#) that provide policy and procedural guidance to Federal agencies for ensuring and maximizing the quality, objectivity, utility, and integrity of information, including statistical information, they disseminate. Agencies are required to issue their own implementing guidelines, including corrections procedures, and to make the guidelines available on individual agency websites. In accord with Public Law 106-554, "affected persons" (individuals or entities that use, benefit from, or are harmed by the disseminated information at issue) may seek to correct "information disseminated by the agency that does not comply with applicable information quality guidelines." To seek an update or correction of information maintained or disseminated by FHWA, the affected organizations should follow the procedure described below.

### FHWA Program Contacts

FHWA has many different data collection programs. Some of these have pre-existing procedures established to deal with correcting data; others do not. Please refer to the appropriate FHWA program for specific program procedures and contact information. (Put a link to major program contacts or create a specific email account for requests)

### Information Quality Concern or Update

In all cases, if an organization or State Department of Transportation (SDOT) have concerns with information quality, the affected organization or SDOT must include the name of the report, data set, or product and a detailed description of the information the affected organization or SDOT wishes to update or correct, including an explanation of how the information does not comply with applicable information quality. The organization or SDOT should include specific recommendations for how and why the information should be corrected, and show how they are affected by the information error or quality. The organization or SDOT bears the burden of proof with respect to the necessity for the update or correction as well as with respect to the type of update or correction sought. The affected organization must provide their name, organization, mailing address, telephone number and e-mail address.

In cases where FHWA disseminates a study, analysis, or other information prior to the final FHWA information product, requests for an update or correction will be considered prior to the final information product. In those cases where FHWA has determined that an earlier response would not delay issuance of the information product and the organization or SDOT has shown a reasonable

likelihood of suffering actual harm from FHWA's dissemination if FHWA does not resolve the request prior to the final information product.

### Review

Based on the explanation and documentation submitted, FHWA will review the information, the processes that were used to create and disseminate it, and how it conforms to DOT Information Dissemination Quality Guidelines and OMB Information Quality Guidelines. After its review, FHWA will determine whether an update or correction is warranted, and, if so, what action to take. Any action, and the timeframe for taking this action, will be determined by the nature and timeliness of the information involved and such factors as the significance of the error on the use of the information, and the magnitude of the error.

### Timing

FHWA will respond in writing to the affected person within 60 days of receiving the request. FHWA does not have to respond substantively to requests that concern information not covered by the guidelines or from an organization or SDOT whom the information does not affect. If FHWA has completed its review, the response will explain the process that FHWA followed in its review of the request, and the findings of the review. If an update or correction is warranted, the response will include a progress report, and a subsequent email will be sent when the update or correction action is complete. If an update or correction is not warranted, FHWA will explain that an update or correction will not be made, and why.

If FHWA has not completed its review, the response will notify the affected organization or SDOT that a review is underway, and provide an expected completion date. When the review is complete FHWA will again contact the affected organization or SDOT in writing, and explain the process that FHWA followed in its review of the request, and the findings of the review. If an update or correction is warranted, the response will include a progress report, and a subsequent letter will be sent when the update or correction action is complete. If an update or correction is not warranted, FHWA will explain that an update or correction will not be made, and why. FHWA will also provide the public with timely notification of any information FHWA intends to update or correct.

### Appeals

If the affected organization wishes to appeal FHWA response, they should provide in writing a justification supporting the appeal that responds as specifically as possible to the reasons FHWA gave in rejecting the initial request for an update or correction. Appeals must be initiated within 30 calendar days of the date of the initial decision. FHWA will respond to all requests for appeals within 60 days of receipt. If the request requires more than 60 days to resolve, FHWA will inform the organization that more time is required and indicate the reason why and an estimated decision date.