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Description of document: National Archives and Records Administration (NARA)
Documents regarding error rates in the Federal Register,
and the Standard Operating Procedure for Federal Register
Corrections 2020-2025

Requested date: 17-June-2025

Release date: 11-August-2025

Posted date: 22-December-2025

Source of document: FOIA Officer
National Archives and Records Administration
8601 Adelphi Road, Room 3110
College Park, MD 20740-6001
Email: foia@nara.gov
FOIA.gov

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Office of the
Federal Register

August 11, 2025

Via email

RE: Freedom of Information Act Request - # 30787

This is in response to your Freedom of Information Act (FOIA) request to the National Archives and Records Administration (NARA), which we received in our office on June 17, 2025. We assigned your request the above internal tracking number.

You have asked for the following under the Freedom of Information Act (FOIA) –

A copy of internal memoranda, briefing papers, slide decks, emails, reports, or data compilations that discuss or quantify error-rates, quality-control metrics, or post-publication correction procedures for Federal Register documents. I limit this request to the time period July 1, 2023 to the present.

In response to our request for clarification, you specified that “internal” applies to “memoranda” only and not the items following “memoranda” in the list.

We are releasing 18 pages of responsive records in response to your FOIA request.

This completes the processing of your FOIA request to us.

If you are not satisfied with our action on this request, you have the right to file an administrative appeal within 90 calendar days from the date of this letter via regular U.S. mail or email. By filing an appeal, you preserve your rights under FOIA and give the agency a chance to review and reconsider your request and the agency’s decision. If you submit your appeal in writing, please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked “Freedom of

Information Act Appeal.” If you submit your appeal by e-mail please send it to FOIA@nara.gov, also addressed to the Deputy Archivist of the United States. Please be sure to explain why you believe this response does not meet the requirements of the FOIA. All correspondence should reference your case tracking number 30787.

If you would like to discuss our response before filing an appeal to attempt to resolve your dispute without going through the appeals process, you may contact our FOIA Public Liaison, Matt Dummermuth, for assistance at:

8601 Adelphi Road, Room 3110
College Park, MD 20740-6001
301-837-1750 (phone)
ngc.foia.liaison@nara.gov

If you are unable to resolve your FOIA dispute through our FOIA Public Liaison, the Office of Government Information Services (OGIS), the Federal FOIA Ombudsman’s office, offers mediation services to help resolve disputes between FOIA requesters and Federal agencies. The contact information for OGIS is:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road–OGIS
College Park, MD 20740-6001
ogis@nara.gov
ogis.archives.gov
202-741-5770 or 1-877-684-6448

Sincerely,

LIZA DAVIS Digitally signed by LIZA DAVIS
Date: 2025.08.11 16:55:24 -04'00'

Liza Davis
Director, Legal Affairs and Policy

Correction Documents

Daily Issue Unit

Standard Operating Procedures

I. Correction Policies

- A. The issue editor for the date that the original document was published will prepare the correction.
- B. The Office of the Federal Register (OFR) will publish a correction for an error caused or introduced by us in a *Federal Register* document for up to one year after the initial publication of the document.
 - We will schedule a correction within 10 business days of receiving a request for a correction from an agency or internal source. This is not a guarantee that the document will publish in 10 business days, but that by the 10th business day we will supply a publication date for it.
 - We will not prepare corrections for changes to documents made in compliance with *Federal Register* or GPO style guidelines.
 - We will not prepare corrections for errors resulting from hidden characters, data, fields, code, or similar metadata (per Section 6.3 of the Document Drafting Handbook [DDH]).
 - At our discretion, we may republish a complete document if correcting errors individually would be confusing to the public or unnecessarily burdensome.
 - We may republish a whole section of text or a table if, in our opinion, doing so will make the correction clearer to the reader.
 - We do not determine to republish in whole or in part based on a request of the authoring agency. The single exception is for *FAA documents that are “virtually codified”* (e.g. Airworthiness Directives which are not printed in the *Code of Federal Regulations* despite being in the regulations), which documents we must republish in their entirety. This is per policy from the OFR’s Legal Affairs and Policy Division (FL).

II. Receiving a Request for a Correction

- A. A request for a correction can come by phone, email, or be forwarded internally within the OFR. Whatever its form, the initial communication should include the following information:
 - *Federal Register* document number
 - Date the original document was published
 - Location of the error in the *Federal Register* by page number and description
 - Name and contact information for the person making the request
 - ***Only agency liaisons and internal OFR sources may request corrections.*** You can find a list of liaisons at O:/Scheduling/Liaisons. If someone other than a liaison requests a correction, tell that person to contact the person listed in the “FOR FURTHER INFORMATION CONTACT” section of the document in question. That person may then instruct the liaison to call us.

III. Verifying the Need for an OFR Correction

- A. To verify that the OFR introduced the error, and is thus obligated to correct it, compare the document in the official electronic version of the *Federal Register* to the document as received by the Daily Issue Unit. If the published version matches the version that was placed on public inspection, the agency must correct the document. If it does not, OFR must issue the correction.
- Exceptions to this may include errors introduced in the Scheduling Unit or missed changes requested after the document was scheduled.

B. The Official Electronic Version of the Federal Register

The official electronic version of the *Federal Register* is on GPO's govinfo.gov website, located at <https://www.govinfo.gov/app/collection/fr/>. This version is identical to the paper version. Verify that the error appears in this version.

Federalregister.gov is not an official version of the Federal Register. An error that appears *only* on federalregister.gov is not subject to correction. However, forward information about the discrepancy to Amelia Otovo (DDSA Division) to address. For an individual document, the govinfo.gov link to its pdf may also be accessed from here, and may be faster to find than looking at govinfo.gov.

C. The Document As Received By Daily Issue

1. In eDOCS, search for the document by number, then look up the Scheduling version using the "Historical Versions" menu:



2. Although the Scheduling and Public Inspection versions are functionally identical, using the Scheduling version allows you to see if the Scheduler made a change to the document which might have led to the error. If so, check the remarks section to see if the scheduler documented any discussion about the change with the liaison. If there are no remarks, check with the scheduler to see if they can provide any information about the change.
3. If you believe the error may have been introduced by codes, metadata, or other electronic sources, a change for which we are not responsible, you should check the Original version, as these codes cannot be seen in PDF format.

IV. Preparing the Correction Packet

A. Generating PDFs for Review

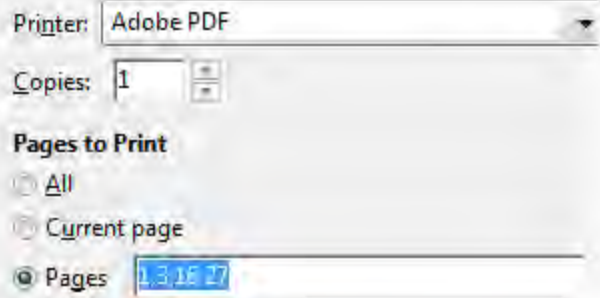
From govinfo.gov, download the document, then open the PDF of the document in Acrobat. (This allows for more convenient printing.)



Then, print the following pages to PDF:

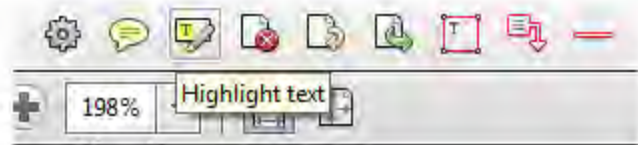
1. The first page of the document, containing the complete heading.
2. Every page on which an error appears.
3. If the correction is in the regulatory text of a rule or proposed rule, the page(s) that contain the section heading and paragraph level of the text in which the correction is located. For example, if your correction is to paragraph (c)(3)(i)(A) of § 23.509, you must print every page, starting with the page with the section heading until you get to the last paragraph level, which is (A).
4. The final page of the document, including the file line.

Each page can be entered in the 'Pages to Print' section of the Print menu, separated by a comma (no space) as shown here. Name this new PDF in the following format: "XXXX-XXXXXX Published", inserting the document number for "XXXX-XXXXXX".



5. Next, using the 'Highlight Text' Tool in Acrobat, highlight the document heading, the error, and the file line.

Save the document.



6. Download the PDF copy of the Scheduling version of the document in eDOCS, then open it in Acrobat. Do not use the web browser view or Reader, as it will make it impossible to interact with the text in the document.



Print the following pages:

- a. The first page, including the full heading.
- b. All pages on which the mistake appears.

7. Name this new PDF in the following format: “XXXX-XXXXX Scheduled”, inserting the document number for “XXXX-XXXXX”.
8. Using the ‘Highlight Text’ Tool in Acrobat, highlight the document heading and the error.
9. Save the document.

B. Writing the Correction

1. Corrections

- Copy and paste the complete heading of the document from the Scheduling PDF into a blank Word file.
- On a line below the subject, add the word “Correction”.
- Follow this format for the correction language:

In [rule/proposed rule/notice] document [document number]
beginning on page XXXX in the issue of Xday, Xmonth Xday, Xyear, make
the following correction(s):

- If the document requires multiple corrections, number each one. Always clearly identify the location of the correction on the page, the text that is being changed, and how the text should read. Our convention is to always go from most general to most specific instruction – “in page, in column, in line” rather than “line in column on page”.
- Do not combine multiple corrections into one instruction unless the instructions are all fundamentally the same. For example, if a table has two corrections to two different numbers in that table, write them separately. However, if you are replacing one word with another word in two different locations in the table, you may combine those.
- Always follow the format, “X should read Y”. Do not use “is corrected to read” or “appeared in error”.

Examples:

- On page 73246, in the first column, in footnote 66, “*See supra* P 0” should read “*See supra* P 23”.
- On page 464, in the first column, in the 41st through 42nd lines, “February 3, 2014” should read “January 30, 2014”.
- On page 6876, in the second column, in the first and second lines above the FOR FURTHER INFORMATION CONTACT heading, “RegionalAdministrato.WCRHMS@noaa.gov” should read “RegionalAdministrator.WCRHMS@noaa.gov”.

- If the correction is in regulatory text, include the section number above the correction and identify the location both on the page and by paragraph in the regulatory text.
- Save this file in *V:\dip\corr*, using the format “C1-[document number]”.

2. Republications

- Add “Republication” on the line beneath the heading.
- Beneath that, add an Editorial note in the following format:

Editorial Note: [Rule/Proposed Rule/Notice] document [document number] was originally published on pages [XXXX] through [XXXX] in the issue of [Xday, Xmonth Xday, Xyear]. In that publication [description of error]. The corrected document is republished in its entirety.

C. Submit the Correction for Review

Send the PDFs and Word files you have generated to DailyIssue@gpo.gov to request that another editor review the correction. That editor must check all the information in the correction for accuracy, and make or recommend any editorial changes necessary. They will then inform you of these changes or approve the correction for publication.

V. Entering the Correction Into eDOCS

- A. The eDOCs user manual contains instructions on how to clone a document for corrections. Those instructions are reprinted here with amendments relevant to our process:
 1. Locate the document you want to clone using **Search**
 2. Open the document and click **Clone** at the top.
 3. In the Clone dialog window, select the Clone Type:
 - Correction
 - CFR Correction (not for our use)
 - Republication
 4. The system will ask you what files you wish to select from the original document. Select none of them. You will upload the correction files you created in step IV, above.
 5. Click **OK**.
 6. Complete the slip for the new document.
 7. Click **Create Clone**.
- B. Once created, the document will be in the Indexing queue, with a document number assigned to it by eDOCS.

c. DO NOT, UNDER ANY CIRCUMSTANCES, KILL THIS DOCUMENT ONCE IT HAS REACHED THIS STAGE.

- **If you have any difficulties, consult with the DDSA Division.** If you kill the document, the proper document number CANNOT be recreated in eDOCs.

D. Move it forward to the Scheduling queue and claim it.

E. Once you have the scheduling slip open in the Scheduling queue, click the check box next to “Category”. Enter the publication date in the appropriate field, and eDOCS will automatically assign the public inspection date.



F. Save and forward the document. When the email pop-up appears, select “Forward Only”. From this point forward the Correction document is treated like a normal document in the system, except for the following:

- The only non-standard edit that applies at this time is tagging the “Correction” line, below the subject, with <HD2>.
- The billing code for all FR-issued corrections is 1301-00-D. Change the billing code in the file line to this code.

G. When you have edited the document and forwarded it to the Daily Issue Queue, email all the documents of your correction packet to the issue editor so it is available for review.

- Send a cc: dailyissuearchive@gpo.gov, which will archive it.

VI. Inform DI Supervisor of Completed Correction

Once the correction has been sent to GPO, email Jason Marlor, DI supervisor, the following information for tracking purposes:

- Correction/publication number:
- Document classification:
- Agency:
- Date the correction was written:
- Date it was published:
- Date DI notified of error:
- Nature of the error:
- Location (regtext or preamble):
- Cause of the error:



JohnHyrum Martinez <johnhyrum.martinez@nara.gov>

New DDH revision and other online agency resources

1 message

Miriam Vincent <miriam.vincent@nara.gov>
To: FR Liaisons Distribution List <fr.liaisons@nara.gov>

Thu, Aug 31, 2023 at 1:04 PM



Office of the
Federal Register



New DDH revision
and other agency
resources

The OFR has just released a new revision of the DDH that includes three significant clarifications or changes to our publication process (for a complete summary of changes, visit our new [web-based DDH site](#)):

- full implementation of the paper document transmission process (announced earlier this year)
- an updated corrections process (for OFR-generated errors), see below
- formal adoption of the new "revise and republish" instruction (for information and examples about using this instruction, visit the [revise and republish instruction web page](#))

Correction process (see end of this email for FAQs)

This process supplements Chapter 5 of the Document Drafting Handbook, as follows:

- section 5.5 (OFR corrections to a published document); supplemented with
 - a deadline to request the correction,
 - restriction on the number of corrections requested per document,
 - specific details to include in the request, and
 - a dedicated email address to use;
- section 5.6 (Non-substantive errors); supplemented with
 - restriction on the number of corrections requested per document,
 - specific details to include in the request, and
 - a dedicated email address to use;
- section 5.9 (OFR corrections to the CFR); supplemented with
 - specific details to include in the request, and
 - a dedicated email address to use.

Beginning August 31, 2023, you should send all such requests to corrections@nara.gov. As of October 2, 2023, we will only accept correction requests sent to this email address.

By centralizing these requests, we will be able to track, respond to, and act on them more efficiently. This procedure will also eliminate any question of whom to contact for such requests and will ensure they reach the correct personnel immediately rather than require any internal routing.

Please note that this email address should not be used for any documents that have not yet published in the *Federal Register*. Requests to correct, change, or withdraw these documents from publication continue to fall under sections 5.1-5.4 of the DDH.

***Federal Register* document corrections**

Your agency has 3 months following publication to request a correction and your agency may only make one request per document. To request a correction, send the following information to corrections@nara.gov:

- The date the document published in the *Federal Register*

- The date the document published in the Federal Register.

- The FR document number
- The location of the error
- The nature of the error – what you submitted and what we published
- A highlighted or marked PDF of the page indicating the error (optional)
- The correct information as it appeared in your original submission (optional)
- Any supplementary information necessary to describe the error

CFR corrections

To request a correction to the CFR, send the following information:

- The location of error in the CFR: Title, part or subpart, section, and paragraph. If the error is in an appendix, include the part or subpart the appendix appears in and the appendix heading
- The FR citation to the rule and the instruction number where the error occurred (required for non-substantive correction requests made before the effective date and if known for other CFR corrections)
- The effective date of the rule (for non-substantive correction requests made before the effective date)
- Any supplementary information necessary to describe the error



Online DDH

We have begun converting the DDH to an online format to complement our traditional PDF file. The [main, introductory, page](#) includes the most-recent version as well as the relevant contact information for our office. Active links in the TOC show which content is available in web format. Current web content includes:

- chapter 5 (corrections and withdrawals)
- letter templates from appendix A (as downloadable Word files)

We will update the TOC with active links as more content becomes available in web format.

Agency resources

We have added a subsection to our website dedicated to [agency resources](#), including links to frequently-used content, including:

- [FederalRegister.gov](#)
- [the Drafting eCFR](#)
- [the Deviation request form](#)
- [agency FAQs](#)

We will continue to add resources to the site over the coming year.

Correction FAQs

Who can request a correction?

Your agency's liaison officer is the only one who can request a correction (see 1 CFR 16.2). This is not a new requirement but we will be more diligent in the enforcement of this provision.

How long will OFR take to publish the correction?

For *Federal Register* corrections, we will have the correction scheduled for publication within 10 business days of receiving a valid request. However, the actual publication date may take up to an additional two business days. We do understand the urgency that comes with correcting errors, particularly ones involving dates, and will always attempt to publish the correction as soon as possible after receiving a valid request, but we cannot guarantee a specific publication date until after we have received a valid request.

For CFR corrections, we will typically have the correction scheduled for publication in 5-7 business days (with the actual publication taking up to an additional 2 business days). However, these requests can require significant research, so we cannot guarantee that we will complete the correction within this time period.

How does OFR decide what is (or is not) an error eligible for OFR correction?

An error is not eligible for OFR correction if:

- it appeared in the original document your agency sent, or
- it appeared in the edited version that was approved by your agency's liaison officer.

What if I wasn't aware of a change that my agency liaison approved?

We have no way to know if all changes were reviewed and approved within your agency, so when your agency liaison approves a document, that means that we treat all changes the same – as approved. Changes we make and your agency approves are generally not eligible for corrections, unless we err in changing an amendatory instruction that renders it impossible for us to implement in the CFR. This principle also applies to inadvertent changes and to changes made by a system application.

We cannot guarantee harmony between our software, templates, etc., and yours. Not all versions of MS Word, for example, are seamlessly compatible, so the act of sending a document between two systems can result in changes to a document that OFR will not highlight.

To avoid unexpected errors, you (agency authors and liaisons) should review

your document for any programmatic alterations beyond those specifically highlighted by the scheduling editor. We note that equations and complicated tables are particularly vulnerable to these alterations, but documents with active macros, documents created using older versions of Word and then converted, and documents with hidden content are all vulnerable.

Can I request republication instead of a correction or review OFR's correction before it publishes?

We retain sole discretion to determine whether to correct or republish a document where we introduced an error. In either case, our correction will follow a specific format and will not be available for agency review before public inspection.



**Miriam Vincent
Acting Director, Legal Affairs and Policy Division
Office of the Federal Register
National Archives and Records Administration
NARA mobile: 202.695.9791
GPO mobile: 202.276.3219
VM: 202.741.6024**

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You are receiving this email because you are a Federal Register liaison officer or because you signed up to receive announcements from the Office of the Federal Register. Because access to this list is not tied to your liaison status, you will not be automatically unsubscribed if your status changes. If you or someone you know wishes to subscribe to this distribution list, email fr.liaisons+subscribe@nara.gov from your Federal agency email address.

You received this message because you are subscribed to the Google Groups "FR Liaisons Distribution List" group. To unsubscribe from this group and stop receiving emails from it, send an email to fr.liaisons+unsubscribe@nara.gov. To view this discussion on the web visit https://groups.google.com/a/nara.gov/d/msgid/fr.liaisons/CAFugw2QsAc3pBcq6E5B3s8KYNEh_UXpHat3LXxR7L%3DZ9Mc9o1Q%40mail.gmail.com.

Teams – Daily Issue Channel

October 3, 2023



Marlor, Jason (OFR) 10/3/2023 12:40 PM

Changes to correction process and form

@Daily Issue:

I have made some changes to corrections to make processing them easier.

1. The "Research" bucket is deleted. With our new process, only corrections that are actually necessary will be entered into the planner.
2. Correction due dates are scheduled 5 days from receipt. We still officially have 10, but this way if anyone needs a reminder we will still be within policy.
3. The correction form no longer asks for a link to the published document. **This means that the form should be submitted immediately after the correction is scheduled.** I will insert the links later, myself.
4. Some questions on the form have been clarified.



Teams – OFR Senior Staff
January 27, 2025

1/27 4:13 PM Edited

There were 2 correction documents out of 605 rule documents published in April and May. That is an error rate of 0.3%

Daily Issue Unit – Teams Channel
July 14, 2025



Marlor, Jason (OFR) 7/14 1:02 PM

Corrections in 2025

Thus far, in 2025, we have published 13,151 documents, 28 of which were corrections. That's an error rate of 0.2% -- something to be proud of!

Of those, 13 were insert date errors, 3 were agency changes not passed to GPO, and 1 other was an error that should have been caught in review. We also had 2 C2 corrections, both of which could have been caught in review. So there's room for improvement, and as I've been emphasizing, particularly with insert dates.

But despite that, our overall error rate is very low, and many of them are ones that don't stem from us and would be impossible to catch on the proofs, so our overall performance is commendable. Thank you for your hard work!



John Martinez / Jason Marlor Teams Chat

Monday, July 14

Marlor Jason (OFR) 7/14 11:58 AM



Fun fact, as I work on the QC log: fr.gov tells me we've published 13,151 documents this year and 29 corrections, which is a 0.2% error rate.

7/14 12:01 PM

That is an excellent rate

Marlor Jason (OFR) 7/14 12:55 PM



Actually I just discovered a quirk in the search results I was using. 28 corrections.

