Appendix B

Commonwealth of Virginia
Database Index Reporting Form

1. **Public Body Name & Numeric Code**: Virginia Department of Agriculture and Consumer Services, Division of Consumer Protection, Office of Consumer Affairs 2. **Database Title**: Monthly Statistics for Dispute Resolution Unit **Database Acronym**: None	4. **Point of Contact**: A. Alvarez 5. **Phone Number**: (804) 786-1308 6. **Signature & Date:** 6/11/99

7. **Database Description and Contents**: *(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)*

Monthly Statistics for Dispute Resolution Unit is the database maintained to display the monthly workload for the Dispute Resolution Unit of the Office of Consumer Affairs. Categories include: workload analysis, cases closed, closure rate, end of month open cases, and value of recoveries.

Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.

8. **Date of Last Update**: 6/7/99	9. **Frequency of Update**: ___ Daily, ___ Weekly, _x__ Monthly, Other:

10. **Formats Available and Schedule of Fees**: *(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)*

a. **Format** : Excel Spreadsheet	b. **Cost** N/A

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark). 5/30/97