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Characteristics	Definitions	
Accurate	Accurate information is error free. In some cases, inaccurate information is generated because inaccurate data is fed into the transformation process (this is commonly called garbage in, garbage out (GIGO)).	
Complete	Complete information contains all the important facts. For example, an investment report that does not include all important costs is not complete.	
Economical	Information should also be relatively economical to produce. Decision makers must always bal- ance the value of information with the cost of producing it.	
Flexible	Plexible information can be used for a variety of purposes. For example, information on how much inventory is on hand for a particular part can be used by a sales representative in closing a sale, by a production manager to determine whether more inventory is needed, and by a financial executive to determine the total value the company has invested in inventory.	
Reliable	Reliable information can be depended on. In many cases, the reliability of the information depends on the reliability of the data collection method. In other instances, reliability depends on the source	

he Characteristics of Valuable Information		
Relevant	Relevant information is important to the decision maker. Information that lumber prices might drop may not be relevant to a computer chip manufacturer.	
Simple	Information should also be simple, not overly complex. Sophisticated and detailed information may not be needed. In fact, too much information can cause information overfoad, whereby a decision maker has too much information and is unable to determine what is really important.	
Timely	Timely information is delivered when it is needed. Knowing last week's weather conditions will not help when trying to decide what coat to wear today.	
Verifiable	Information should be verifiable. This means that you can check it to make sure it is correct, per- haps by checking many sources for the same information.	
Accessible	Information should be easily accessible by authorized users to be obtained in the right format and at the right time to meet their needs.	
Secure	Information should be secure from access by unauthorized users.	





