

<Date>

<PREFIX><FIRST NAME MI><LAST NAME, SUFF>

<TITLE>

Address1

Address2

City, State, Zipcode

Dear <SALUTATION><LAST NAME>

The U.S. Census Bureau is preparing to update its TIGER database with the newly drawn 113th congressional districts (CDs) and post 2010 Census state legislative districts (State Legislative District Lower house -SLDLs and State Legislative District Upper house - SLDU). The Census Bureau will produce data tabulations from the 2010 Census using these new boundaries. In addition, the Census Bureau will use these boundaries for future American Community Survey releases and geographic data products.

As in the past, we are asking for your help in obtaining the official plans for these new district boundaries. We hope that you can provide the information in our preferred format (see enclosure) to ensure the accuracy of the boundaries that we will insert into TIGER. The enclosure contains detailed information about file formats and materials needed to accurately perform this collection of boundaries. These plans may be submitted as a group, or individually as they are completed and made official.

To assist you in your work and to assist us in properly maintaining your plans once they are added to the TIGER database, we have posted two additional documents which are available through our website at http://www.census.gov/rdo/program_phases/. The first document is a checklist which records each step of the actions described in the enclosure. The second document provides you a method to describe relationships between your districts and other geography. This second document also gives you an opportunity to comment on how and if you want these relationships maintained over time in TIGER.

We look forward to hearing from you at your earliest convenience. If we should be addressing this letter to someone else or including someone else in this process, please let us know. If you have any questions regarding this request, please contact James Whitehorne, Assistant Chief, or myself at 301-763-4039 or via email at RDO@census.gov.

Sincerely,

Cathy McCully, Chief
Census Redistricting Data Office
U.S. Census Bureau

Enclosure

Participant Burden Statement

The Census Bureau estimates that it will take approximately 50 hours to complete preparation of materials for the Redistricting Data Program Phase 4. This includes the time needed to read and answer all questions completely for both the Annotation and Verification phases of Phase 4. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0795, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233, or you may e-mail comments to paperwork@census.gov; use “Paperwork Project 0607-0795” as the subject. Please include a copy of your message addressed to RDO@census.gov. Under the Paperwork Reduction Act, the Census Bureau cannot ask you to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) Control Number. The OMB Control Number for this collection is 0607-0795, and this Control Number expires on July 31, 2015.