

Draft 2: 5/31/2007 – Closeout letter to participants that did not return LUCA materials

D-1673

(Entity Name)
(Entity Code)
(Contact ID of the LUCA Liaison)

(Date)

(Liaison name)(Position)
(Department Name)
Mailing Address)
(City) (State) (ZIP)

Dear LUCA Liaison:

Thank you for your initial expression of interest in the 2010 Decennial Census Local Update Census Addresses (LUCA) Program. Our records indicate that you did not provide updates to the LUCA materials we provided to you within the 120-day review period. Consequently, your review and participation in the LUCA program has ended.

To help us improve future LUCA programs, the Census Bureau is interested in knowing why you did not return updated LUCA materials. Please select all that apply from the following list:

- a. ☐ Satisfied with the Census Bureau's Address List and maps (no corrections)
 - b. ☐ Insufficient staff
 - c. ☐ Lack of funds
 - d. ☐ No time/too busy
 - e. ☐ No local address list available
 - f. ☐ Concerns about the security and confidentiality of the Census Bureau's address list
 - g. ☐ Restrictions on the use of the Census Bureau's address list for other purposes
 - h. ☐ Other reason:
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The Census Bureau reminds all LUCA Program participants that received Title 13 materials to keep the materials confidential. If you have not already done so, please destroy or return these materials to your Census Bureau's regional office, along with the signed "Return/Destruction of Title 13, U.S.C. Materials Form" found in the Appendix section of the *2010 Decennial Census Local Update of Census Addresses (LUCA) Program User Guide*.

If you have questions, call your Census Bureau's regional office at [telephone number].

Sincerely,

[Insert regional director's name], Regional Director
[Insert regional office name]