

< ENT\_NAME >

< ENTITY\_ID >

LUCA Liaison:

The Census Bureau is providing the enclosed 2010 Decennial Census Local Update of Census Addresses (LUCA) Program Feedback materials for your review. Although review of these materials is voluntary, it is a necessary step if you wish to participate in the Appeal process.

When you unpack the accompanying products, please:

- 1) Check the products against the enclosed packing slip to ensure you have received all the appropriate materials.
- 2) Review the products against your information to see if you agree with the Census Bureau's disposition of the address records.
- 3) If you disagree with the Census Bureau's disposition of an address record, you may appeal the disposition to the 2010 Decennial Census LUCA Appeals staff, an independent, temporary Federal entity. (Note: This appeal must be filed within 30 calendar days of the date you received materials.)
- 4) Return to the Census Bureau or destroy all confidential LUCA Title 13 materials and any copies you may have made after your review of these materials or, if you appeal, after the conclusion of the appeal process. LUCA liaisons must verify the return or destruction of all confidential Title 13 materials by signing the *Return/Destruction of Title 13, U.S.C. Materials* form found in this package or in Attachment B of your user guide. Additionally, all reviewers and anyone with access to confidential Title 13 materials must sign this form.

If you have any questions regarding the appeal process, please refer to the enclosed Federal Register notice for more information.

If you have any questions regarding these materials, please call your Census Bureau Regional Census Center (RCC) at 1-866-511-5822.

Thank you for your participation in the 2010 Decennial Census LUCA program. The Census Bureau appreciates the time and effort you expended on ensuring that the address list for your jurisdiction is complete and accurate.