

#### ATTACHMENT IV

**(Fax) Survey Cover Letter to State Agencies That Submit Monthly Reports to FIST and/or Publish Statistics Online (DRAFT)**

**Date:** <XX/XX/XXX> OMB No. XXXX-XXXX: Approval expires: XX/XX/XXX  
**To:** <Agency POC Name>  
<Division or Unit>, <State agency>  
**From:** <Name>, FIST Project Manager  
**Subject:** 2010 Firearm Inquiry Statistics (FIST) Program Data Request

The FIST program is preparing the 2010 estimates of background checks for firearm transfers for the Bureau of Justice Statistics (BJS). Since 1995, FIST has collaborated with federal, state, and local agencies to provide estimates of the total number of firearm purchase applications received and denied pursuant to the Brady Act and similar state laws. Data provided by your agency and others across the nation will be combined to produce the 2010 national estimates of background checks for firearm transfers and reasons for denial, and the data obtained will be published in the "Background Checks for Firearm Transfers" series on the BJS website. We hope to have the 2010 data published in the fall of 2011. For your reference, "Background Checks for Firearm Transfers, 2009" is now available on the BJS website at <provide URL>.

Your past participation in this voluntary effort has provided a wealth of useful data for policymakers, researchers, administrators, and others who use the survey data to observe levels of background check trends and activities nationwide and to understand the continuing effects of the Brady Act and its enforcement. Please note, consistent with past collection, data collected are summary statistics of an administrative nature and do not allow for the identification of any individual. The data collected are in the public domain and are not subject to confidentiality guarantees.

As in the past, the 2010 background check activity totals for your agency have been entered into the spreadsheet included in this facsimile. These figures were compiled from the reports your agency submitted to FIST throughout the year and/or data found on your website. We ask that you review the figures, provide data for any missing months, and make any necessary corrections or additions directly on the spreadsheet. **In order for us to complete our analyses of the 2010 data, we would greatly appreciate if you would return the completed spreadsheet and your signed review by <date>.** The spreadsheet can be returned via fax to <xxx-xxx-xxxx> or mail to <address>. The spreadsheet can also be submitted electronically to <xxxx@xxxx.xxx>.

Thank you, as always, for your assistance and continued participation in this important effort. Your contributions to the FIST program are greatly appreciated. If you have any questions, comments, or concerns about this request, or have recommendations about how to improve the data collection process, please contact me directly via phone at <xxx-xxx-xxxx> or email at <xxxx@xxxx.xxx>.

<Name, FIST Project Manager>

**Please mark the appropriate response and return this form with the spreadsheet:**

\_\_\_\_\_ I have reviewed and no changes are needed -OR- \_\_\_\_\_ I have reviewed and the changes are on the attached spreadsheet

**Reviewed by:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_