

<Date>

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

<TITLE>

Address1

Address2

City, State, Zipcode

Dear <SALUTATION><LAST NAME>

The Census Bureau is preparing to update its MAF/TIGER database (MTDB) with the newly drawn post 2010 Census state legislative districts (State Legislative District Lower house -SLDLs and State Legislative District Upper house - SLDUs) and 113th congressional district (CDs) plans. 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 SLDL, SLDU, and CD 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 the MTDB. The enclosure contains detailed information about file formats and materials needed to accurately perform this collection of boundaries.

To assist you in your work and to assist us in properly maintaining your plans once they are added to the MTDB, 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 the MTDB.

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
Bureau of the Census

Enclosure

cc: