

## **INSTRUCTIONS FOR THE 2009 NATIONAL CORRECTIONS REPORTING PROGRAM**

In providing data for the 2009 National Corrections Reporting Program (NCRP), OMB Number 1121-0065; Expiration Date: XX/XX/XXXX; please refer to your NCRP User's Guide. This guide contains definitions and reporting instructions to assist you in providing data that can be compared to the data collected nationwide. Please compare these instructions to your existing procedures to ensure that your submissions meet NCRP specifications.

### **NCRP Coordinator**

Please review the NCRP State Contact Information document. If the persons listed are not currently providing and/or responsible for explaining your state's NCRP data or the address is incorrect, please submit the State Contact document containing updates with your 2009 NCRP data submission with the appropriate names, addresses, and telephone numbers.

### **NCRP Submission**

To expedite the publication of the results, we have enclosed the **NCRP - Instructions To Send The U.S. Census Bureau NCRP Files By The Internet**. This is the fastest and most efficient way to submit NCRP data.

If you submitted your data last year via computer readable medium, or you requested it for this year, we have included that medium in this packet. Please provide files containing the requested information for each person admitted to prison, released from prison, exiting from parole, or in your custody (if an enhancement state) in 2009 on the enclosed CD(s), or floppy disk(s). Include completed copies of Appendices G and H with your data submission. To avoid any damage to the data medium you are submitting we are requesting that you return your data through Federal Express. Please refer to the **Special Shipping Instructions** insert in your package for more details. Please submit your 2009 data by March 31st, 2010. You may contact Steve Bittner or Colette Heiston at (800) 221-1829 if you have any questions.

### **Reporting Burden**

If you are providing data for the first time, we estimate that it will take approximately 24 hours to download both prisoner admission and release records, 24 hours to download parole exit records, and 24 hours to download yearend prison population records, including the time needed to write your computer programs, prepare input data, and document the tape format and record layout. If you have previously provided data, we estimate that it will take approximately 8 hours to download both prisoner admission and release records, 8 hours to download parole exit records, and 8 hours to download yearend prison population records, including the time needed to modify previously written computer programs, prepare input data, and document the tape format and record layout. Both new and former data providers are expected to need a total of 2 additional hours for data review.

Send comments regarding this burden estimate, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, Washington, D.C. 20531; and to this Office of Management and Budget, OMB# 1121-0065, Washington, D.C. 20503.