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Sample data release notification letter for NPS-8/8A respondents

Sample data release notification letter for NPS-8B/8C respondents

«NAME», «TITLE»
«FACILITY»
«ADDRESS1»
«ADDRESS2»
«CITY», «STATE» «ZIP»

December 4, 2012

Dear «SALUTATION»:

Once again it is time to collect information about persons under sentence of death in your jurisdiction. Enclosed you will find NPS-8 and NPS-8A forms for calendar year 2012. The U.S. Census Bureau collects these data for the Bureau of Justice Statistics (BJS) under the authority of Title 42, U.S.C., Section 3732. The information that you provide makes it possible for us to produce an annual report on capital punishment, which is among the most requested BJS publications.

While your participation is voluntary, your assistance is extremely important. Because of your careful work and that of other data providers, our annual report is viewed as a reliable and accurate source of information on the death penalty in the United States.

We strongly encourage you to use the updated web submission option at <https://respond.census.gov/nps8>. Login and password information will be sent in a separate letter. Completed forms can also be submitted via mail using the enclosed return envelope or by fax at (888) 891-2099. We ask that you submit completed forms by **«M_2012_RETURN», 2013**. If you have questions or need assistance, you may contact Beth Davis, our collection agent at the Census Bureau, by email at govs.nps8@census.gov or by phone at (800) 253-2078.

We estimate that your reporting burden will average 30 minutes per response, including the time needed to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. The approval of this data collection expires xx/xx/xxxx. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, Washington, DC 20531 and to the Office of Management and Budget, OMB No. 1121-0030, Washington, DC 20503.

Thank you for your time and efforts in this data collection and for your support of BJS's statistical programs. If we can help meet your information needs, please visit our website at <http://bjs.gov> or call us at (202) 307-0765.

Sincerely,

Tracy L. Snell, *Statistician*
Corrections Statistics Program

Daniela J. Golinelli, *Chief*
Corrections Statistics Program

Enclosures.

«NAME», «TITLE»
«FACILITY»
«ADDRESS1»
«ADDRESS2»
«CITY», «STATE» «ZIP»

December 4, 2012

Dear «SALUTATION»:

Once again it is time to collect information about persons under sentence of death in your jurisdiction. Enclosed you will find NPS-8 and NPS-8A forms for calendar year 2012. The U.S. Census Bureau collects these data for the Bureau of Justice Statistics (BJS) under the authority of Title 42, U.S.C., Section 3732. The information that you provide makes it possible for us to produce an annual report on capital punishment, which is among the most requested BJS publications.

While your participation is voluntary, your assistance is extremely important. Because of your careful work and that of other data providers, our annual report is viewed as a reliable and accurate source of information on the death penalty in the United States.

In a «Month» «Method_of_Contact» with Beth Davis, our collection agent at the Census Bureau, you expressed interest in submitting your data using the online web application. You can access materials for web submission at <https://respond.census.gov/nps8>. Login and password information will be sent in a separate letter. We ask that you submit data by «M_2012_RETURN», 2013. If you have questions or need assistance, you may contact Beth Davis by email at govs.nps8@census.gov or by phone at (800) 253-2078.

We estimate that your reporting burden will average 30 minutes per response, including the time needed to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. The approval of this data collection expires xx/xx/xxxx. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, Washington, DC 20531 and to the Office of Management and Budget, OMB No. 1121-0030, Washington, DC 20503.

Thank you for your time and efforts in this data collection and for your support of BJS's statistical programs. If we can help meet your information needs, please visit our website at <http://bjs.gov> or call us at (202) 307-0765.

Sincerely,

Tracy L. Snell, *Statistician*
Corrections Statistics Program

Daniela J. Golinelli, *Chief*
Corrections Statistics Program

Enclosures.

«NAME»
«TITLE»
«FACILITY»
«ADDRESS1»
«ADDRESS2»
«CITY», «STATE» «ZIP»

December 4, 2012

Dear «SALUTATION»:

Thank you for your continued participation in the National Prisoner Statistics 8 (NPS-8) data collection. As mentioned in the previous letter, if you choose to submit your data online you may do so using the username and password information below. Username and password are case sensitive. The web address for online submission can be found in the survey introduction letter that was previously sent to you.

USERNAME: «USER_ID»
PASSWORD: «PASSWORD»

We ask that you please submit your data by «**M_2012_RETURN**», **2013**. If you need any assistance please contact Beth Davis, our data collection agent at the U.S. Census Bureau, by phone at (800) 253-2078 or by email at govs.nps8@census.gov.

Sincerely,

Tracy L. Snell, *Statistician*
Corrections Statistics Program

Daniela J. Golinelli, *Chief*
Corrections Statistics Program

«NAME», «TITLE»
«ADDRESS1»
«ADDRESS2»
«ADDRESS3»
«CITY», «STATE» «ZIP»

December 4, 2012

Dear «SALUTATION»:

Once again it is time to collect information regarding the status of state and federal death penalty statutes. The information that you and others provide makes it possible for the Bureau of Justice Statistics (BJS) to produce an annual report on capital punishment. In addition to providing statistics on persons under sentence of death and executions, the report tracks changes in death penalty laws over time.

The enclosed questionnaire refers to death penalty laws enacted in your jurisdiction during the period **January 1, 2012, through December 31, 2012**.

You can submit your completed NPS-8«FORM» form via web, fax, or mail. We strongly encourage you to use the updated web submission option at <https://respond.census.gov/nps8ag>. Login and password information can be found on the first page of the survey, to the left of the address. If you would prefer to submit your data via fax, please fax both sides of your form to (888) 891-2099, attention Beth Davis, our collection agent at the U.S. Census Bureau. You may also mail your form to the Census Bureau using the enclosed envelope.

Regardless of which submission option you choose, we would like to receive your form no later than **February 1, 2013**. If you have any questions or need any assistance, please contact Beth Davis by email at govs.nps8@census.gov or by phone at (800) 253-2078.

The Census Bureau collects these data for BJS, under the authority of Title 42, U.S.C., Section 3732. Your participation is voluntary; however, your cooperation is extremely important in helping us assemble an accurate picture of capital punishment in the United States.

Thank you for your continued participation in this data collection. If we can help meet your information needs, please visit our website at <http://bjs.gov> or call us at (202) 307-0765.

Sincerely,

Tracy L. Snell, *Statistician*
Corrections Statistics Program

Daniela J. Golinelli, *Chief*
Corrections Statistics Program

Enclosures.

{Date}

Title First name Last name

Job title

Office

Division

Building

Address1

Address2

City, State Zip code

Dear <Title>< Last name>:

Thank you for your participation in the Bureau of Justice Statistics' survey on capital punishment. The enclosed draft tables have been compiled from information provided by your office regarding persons under sentence of death **during calendar year 2011**. These data will be used in electronic tables that will become available on the BJS website in June (<http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=18>).

If you have questions, please call me at (202)616-3288.

Please do not distribute these tables. The data are preliminary and subject to change.

As always, we appreciate your assistance in maintaining the accuracy and timeliness of the Capital Punishment series.

Sincerely,

Tracy L. Snell
Statistician
Corrections Unit

Attachments

{Date}

Title First name Middle Initial Last Name

Job title, Job title #2

Office

Building address

Street address

City, State Zip code

Dear <Title>< Last Name>:

Thank you for your participation in the Bureau of Justice Statistics' survey on capital punishment. The enclosed tables were assembled from information provided by your office regarding the status of capital statutes in your State **during calendar year 2011**. We will include these tables in *Capital Punishment, 2011 – Statistical Tables*, our annual capital punishment report. We expect the information to be released to the public in June (<http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=18>).

If you have questions, please feel free to call me at (202)616-3288.

Please do not distribute these tables. The data are preliminary and subject to change.

As always, we appreciate your assistance in maintaining the accuracy and quality of these data.

Sincerely,

Tracy L. Snell

Statistician

Corrections Statistics

Attachments