



February 27, 2017

NAME

Title

Office

Address 1

Address 2

City, ST ZIP

Dear NAME:

We are writing to request information for our **2017 Census of Governments, Survey of Local Government Finances**. This survey provides the only source of nationwide, comprehensive information on state and local government finances. Results of this survey are used by the U.S. Congress, federal agencies, state governments, and other local governments, educational and research organizations and the general public.

Title 13 United States Code (U.S.C.), Sections 161 and 182 authorize the U.S. Census Bureau to conduct this collection and to request your voluntary assistance and has been approved by the U.S. Office of Management and Budget number 0607-0585. These data are subject to provisions of Title 13 U.S.C., Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality.

As in previous survey years, we would like to obtain copies of the reports specified below. The data we are requesting is for your government's **fiscal year that ended December 30, 2016**.

- Name of report requested 1
- Name of report requested 2
- Name of report requested 3

Please send the reports via e-mail to [ewd.local.finance@census.gov](mailto:ewd.local.finance@census.gov). If the requested reports are not available electronically, or if you need further assistance, please call our customer help line at 1-800-832-2839, Monday through Friday, 8 AM to 5 PM Eastern Time or via the e-mail address above.



Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and our economy. Your response makes a difference.

Sincerely,

Randy A. Moore  
Branch Chief, Local Finance Statistics Branch  
International Trade Management Division  
U.S. Census Bureau

#### **OMB Number**

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0585 and appears at the upper right of the login screen. Without this approval, we could not conduct this survey.

#### **Authority and Confidentiality**

Title 13 United States Code, Sections 161 and 182, authorizes the Census Bureau to conduct this collection and request your voluntary assistance. These data are subject to provisions of Title 13 United States Code, Section 9(b), exempting data that are customarily provided in public records from rules of confidentiality.

#### **Burden Estimate Statement**

We estimate this survey will take an average of 1.5 to 6 hours to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

ITMD Survey Comments 0607-0585  
U.S. Census Bureau  
4600 Silver Hill Road  
Room ITMD-5K158  
Washington, DC 20233

You may email comments to [itmd.surveys@census.gov](mailto:itmd.surveys@census.gov). Be sure to use "ITMD Survey Comments 0607-0585" as the subject.

**Subject:** 2017 Census of Governments Annual Survey of Local Government Finances

Dear NAME:

We are writing to request information for our **2017 Census of Governments, Survey of Local Government Finances**. This survey provides the only source of nationwide, comprehensive information on state and local government finances. Results of this survey are used by the U.S. Congress, federal agencies, state governments, and other local governments, educational and research organizations and the general public.

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As in previous survey years, we would like to obtain copies of the reports specified below. The data we are requesting is for your government's **fiscal year that ended December 30, 2016**.

- Name of report requested 1 (Look up in spreadsheet)
- Name of report requested 2 (Look up in spreadsheet)
- Name of report requested 3 (Look up in spreadsheet)

Please send the reports via e-mail to [ewd.local.finance@census.gov](mailto:ewd.local.finance@census.gov). If the requested reports are not available electronically, or if you need further assistance, please call our customer help line at 1-800-832-2839, Monday through Friday, 8 AM to 5 PM Eastern Time or via the e-mail address above.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and our economy. Your response makes a difference.

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Washington, DC 20233

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**Subject:** PAST DUE NOTICE: 2017 Census of Governments, Survey of Local Government Finances

Dear NAME:

**PAST DUE NOTICE**

Recently, you should have received an email following up with you about the **2017 Census of Governments, Survey of Local Government Finances**.

As in previous survey years, we would like to obtain copies of the reports specified below. The data we are requesting is for your government's **fiscal year that ended December 30, 2016**.

- Name of report requested 1 (Look up in spreadsheet)
- Name of report requested 2 (Look up in spreadsheet)
- Name of report requested 3 (Look up in spreadsheet)

If you recently submitted your response, please accept our sincere thanks.

Please send the reports via e-mail to [ewd.local.finance@census.gov](mailto:ewd.local.finance@census.gov). If the requested reports are not available electronically, or if you need further assistance, please call our customer help line at 1-800-832-2839, Monday through Friday, 8 AM to 5 PM Eastern Time or via the e-mail address above.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and our economy. Your response makes a difference.

Sincerely,

2/3/17

Dear Public Official:

I am writing to request information for our Annual Survey of State Government Finances. This annual survey enables the Census Bureau to develop statistical estimates of government revenue, expenditure, debt, and assets. We publish these estimates in summarized format, by Census Bureau category, for all states. The statistics are used by the Bureau of Economic Analysis in that agency's mission to develop the National Income and Product Accounts – Gross Domestic Product (GDP), national income, and the like. The statistics also are used by other Federal agencies, states and policy makers to develop a variety of important economic measures. The voluntary survey is authorized by Title 13, United States Code, Section 161 and 182. Due to its public nature, information provided from this request are exempt from confidential treatment as cited in Title 13, United States Code, Section 9. On the back of this letter, you will find disclosure descriptions regarding Office of Management and Budget number, authority and confidentiality, and burden estimate statement.

As in previous years, we would like to obtain copies of the report(s) specified below. The data requested are for your government's fiscal year that ended June 30, 2016:

Annual Report and Financial Statements

Please verify, correct, or add to the following information:

1. Mailing address:
2. Telephone Number:
3. Fax Number:
4. E-mail address:

Official mailing labels are enclosed for your convenience in sending the materials to us. If you have any questions about this request, the survey, or the transmission of the files, please contact me at 1-866-820-7210, or via e-mail at: [ewd.state.finance@census.gov](mailto:ewd.state.finance@census.gov).

We request a variety of reports for this annual survey. Some are specialized, while others are standard (such as annual financial reports). If any of the standard reports we request from your agency are available from an internet site, you may direct us to the web pages in lieu of providing a hard copy. For any reports so available, we shall eliminate this request for future surveys.

We appreciate your continued cooperation in this important annual survey.

Sincerely,

Melissa L. Therrien  
Assistant Division Chief for Public Sector  
International Trade Management Division

Enclosures  
CC

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**Burden Estimate Statement**

We estimate this survey will take an average of 1 hour to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

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U.S. Census Bureau  
4600 Silver Hill Road  
Room ITMD-5K158  
Washington, DC 20233

You may email comments to [itmd.surveys@census.gov](mailto:itmd.surveys@census.gov). Be sure to use "ITMD Survey Comments 0607-0585" as the subject.