U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

[Date] **Attachment 13. BJS Outreach MAILED VERSION**

(NAME) (TITLE)
(ADDR)
(CITY), (STATE) (ZIP)

Dear (NAME),

I am writing to let you know the data collection for the Bureau of Justice Statistics' (BJS's) **Survey of State Attorneys General Offices (SSAGO)** is closing soon and we have not yet received a response from your office. Your office is the only office that can answer on behalf of <<STATE>>, so your participation is crucial for <<STATE>>'s work on human trafficking to be included in the survey.

For your convenience, the questionnaire is enclosed. Your response is critical to being able to provide a national view of state attorneys general offices' responses to human trafficking. Please respond by either:

1. Completing the electronic PDF version of the survey. Please call us at PHONE or email us at EMAIL@urban.org and provide us with a suitable and valid email address so we can send you the survey as an attachment. Once completed, you may email it to EMAIL@urban.org OR print and fax to: [FAX NUMBER]. Please confirm your office's name and PIN ({PIN}) on the first page of the survey.

OR

2. Completing the enclosed questionnaire and return it in the postage-paid envelope. Please retain a copy of your completed reply for your records.

The Bureau of Justice Statistics (BJS) is authorized to conduct this data collection under 34 U.S.C. § 10132. BJS, BJS employees, and BJS data collection agents will use the information you provide only for statistical or research purposes pursuant to 34 U.S.C. § 10134 (section 304 of the Omnibus Crime Control and Safe Streets Act of 1968 (Pub. L. No. 90-351), as amended), and will protect it to the fullest extent under federal law. For more information on the federal statutes, regulations, and other authorities that govern how BJS, BJS employees, and BJS data collection agents collect, handle, store, disseminate, and protect your information, see the BJS Data Protection Guidelines at https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

We thank you in advance for your time and contribution to this important study. The survey is voluntary, but by completing and returning the survey by **[DATE]**, the results of this study will provide comprehensive, accurate and timely information on state attorneys general offices. BJS will report data from the SSAGO-HT and make it available on its website at https://www.bjs.gov in about 9 months. BJS will not release the names, phone numbers, or email addresses of the actual persons responsible for completing the survey. If you have any questions, e-mail me at Suzanne.M.Strong@usdoj.gov or call (202) 616-3666.

Sincerely,
Suzanne M. Strong, SSAGO Project Manager

EMAILED VERSION

Dear (NAME),

I am writing to let you know the data collection for the Bureau of Justice Statistics' (BJS's) **Survey of State Attorneys General Offices (SSAGO)** is closing soon and we have not yet received a response from your office. Your office is the only office that can answer on behalf of <<STATE>>, so your participation is crucial for <<STATE>>'s work on human trafficking to be included in the survey.

For your convenience, the questionnaire is attached to this email. Your response is critical to being able to provide a national view of state attorneys general offices' responses to human trafficking. Please respond by either:

1. Completing the electronic PDF version of the survey attached to this email. Please call us at PHONE or email us at EMAIL@urban.org and provide us with a suitable and valid email address so we can send you the survey as an attachment. Once completed, you may email it to [EMAIL ADDRESS] OR print and fax to: [FAX NUMBER]. Please confirm your office's name and PIN ({PIN}) on the first page of the survey.

OR

2. Completing the attached fillable PDF by hand. You may scan and email it to EMAIL@urban.org or fax it to [FAX NUMBER]. If you wish to mail the survey, please call us at PHONE or email us at EMAIL@urban.org and we can arrange a postage-paid envelope. Please retain a copy of your completed reply for your records.

The Bureau of Justice Statistics (BJS) is authorized to conduct this data collection under 34 U.S.C. § 10132. BJS, BJS employees, and BJS data collection agents will use the information you provide only for statistical or research purposes pursuant to 34 U.S.C. § 10134 (section 304 of the Omnibus Crime Control and Safe Streets Act of 1968 (Pub. L. No. 90-351), as amended), and will protect it to the fullest extent under federal law. For more information on the federal statutes, regulations, and other authorities that govern how BJS, BJS employees, and BJS data collection agents collect, handle, store, disseminate, and protect your information, see the BJS Data Protection Guidelines at https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.

We thank you in advance for your time and contribution to this important study. The survey is voluntary, but by completing and returning the survey by **[DATE]**, the results of this study will provide comprehensive, accurate and timely information on state attorneys general offices. BJS will report data from the SSAGO-HT and make it available on its website at https://www.bjs.gov in about 9 months. BJS will not release the names, phone numbers, or email addresses of the actual persons responsible for completing the survey. If you have any questions, e-mail me at Suzanne.M.Strong@usdoj.gov or call (202) 616-3666.

Sincerely,
Suzanne M. Strong, SSAGO Project Manager (scanned signature)