Attachment 16 – Second Reminder Letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, D.C. 20531

«Date»

2nd Reminder – please respond as soon as possible!

«Salutation» «ContactFirstName» «ContactLastName»
«Agency/Organization/Facility Name»
«ContactAddress1» «ContactAddress2»
«ContactCity», «ContactState» «ContactZip»

The 2019 Census of State and Federal Adult Correctional Facilities (CCF) was fielded in [DATE] by RTI International (RTI), on behalf of the Bureau of Justice Statistics (BJS). The due date for this data collection was [DATE]. We hope to receive your questionnaire(s) soon so that the census data properly depicts the characteristics for facilities of all types and sizes.

Please complete the CCF questionnaire(s) as soon as possible. I understand that you receive a number of data requests, and I genuinely appreciate your attention to this request.

You may access the questionnaire(s) online at [WEB ADDRESS] and entering the following information:

Username: <<Username>>
Password: <<Password>>

If you have questions about the CCF questionnaire, are having trouble logging in to the website, or need to change the respondent point of contact, please contact the RTI data collection team at bjs-prisoncensus@rti.org or 866-354-4993. If you have any general comments about this data collection, please contact Laura Maruschak, the BJS CCF Project Manager, at (202) 307-5986 or Laura.Maruschak@usdoj.gov.

Thank you for your time and consideration.

Sincerely,

E. Ann Carson
Acting Chief, Corrections Statistics Unit
Bureau of Justice Statistics

<<CaseID>>