



UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Regional Census Center
4 Copley Place, 4th Floor
P.O. Box 2000
Boston, MA 02117-2000

April 19, 1999

Dear Local Official:

One of the cornerstones of our Democracy is an accurate decennial census. The data that we will collect one year from now in Census 2000 will be used to apportion congress while helping communities across the country plan for education, transportation, and health care services.

The U.S. Census Bureau is making preparations now to count every household in the United States. But, we cannot do it alone. We will need the help of state and local governments, community organizations, businesses and labor, services providers, religious organizations, foundations, and others. One of our most important strategies for Census 2000 is local **Complete Count Committees** to insure a fair and accurate count.

Our past experience shows that a **Complete Count Committee** is one of the most effective means of involving community leaders in the census and establishing the importance and credibility of the census in local communities. This *voluntary* program can be innovative, exciting and fun with the ultimate goal of achieving widespread participation in the census for the betterment of your community and its residents. Your participation and commitment to forming a **Complete Count Committee** can help increase the participation rate and the overall accuracy of Census 2000 for your community.

The Massachusetts Secretary of State's Office and the Census Bureau have joined together to present a hands on workshop for local governmental representatives about the how to establish and utilize a **Complete Count Committee**. We invite you to attend this workshop to learn more about Census 2000 and how your community can get involved with a **Complete Count Committee**.

The workshop will be held on May 6, at the Massachusetts State Archives in Dorchester, MA (across from the JFK Library); from 9:30 a.m. until 12:30 p.m. Please register by faxing your response to (617) 424-5491. I look forward to your participation in this important program. For further information, please contact Joy Anderson or Peter Walsh of my staff at (617) 424-4977.

Sincerely,

A handwritten signature in black ink, appearing to read "Arthur G. Dukakis".

Arthur G. Dukakis
Regional Director

Complete Count Committee Workshop

United States
Census
2000

Thursday
May 6, 1999
9:30 a.m. - 12:30 p.m.

Clear

Massachusetts State Archives

Community room
220 Morrissey Boulevard
Boston, MA
(Across from the JFK Library)

Agenda

9:30 a.m. - 10:00 a.m.	Opening Remarks and Overview
10:00 a.m. - 11:00 a.m.	What is a Complete Count Committee?
	Objectives
	Setting an Action Plan
	How Should a Complete Count Committee be Structured?
	Suggested Subcommittees
	What are others doing?
	Outreach, Promotion, Recruiting
	How often should we meet?
	Time line
11:00 a.m. - 11:15 a.m.	Break
11:15 a.m. - 12:30 p.m.	Breakout Session
	What is the Action Plan for your community?
	Brainstorming

To Register for this workshop kindly
FAX your reply to: (617) 424-5491

• Name: _____

• Town/Agency: _____

• Address: _____

• _____

• Phone: _____ Fax: _____

Or mail your response to
U.S. Census Bureau, 4 Copley Place, 4th Floor, PO Box 2000, Boston, MA 02117-2000

Hours

Monday through Friday, 8:45 am to 5:00 pm

The Massachusetts Archives building, which houses the Massachusetts Historical Commission, is closed on all major holidays and on Evacuation Day (March 17), Patriots Day (3rd Monday in April), and Bunker Hill Day (June 17).

Location

Address: 220 Morrissey Boulevard, Boston, Massachusetts 02125

Telephone: (617) 727-8470

Fax: (617) 727-5128

TDD: 1-800-392-6090

Directions

By Car (free ample parking)

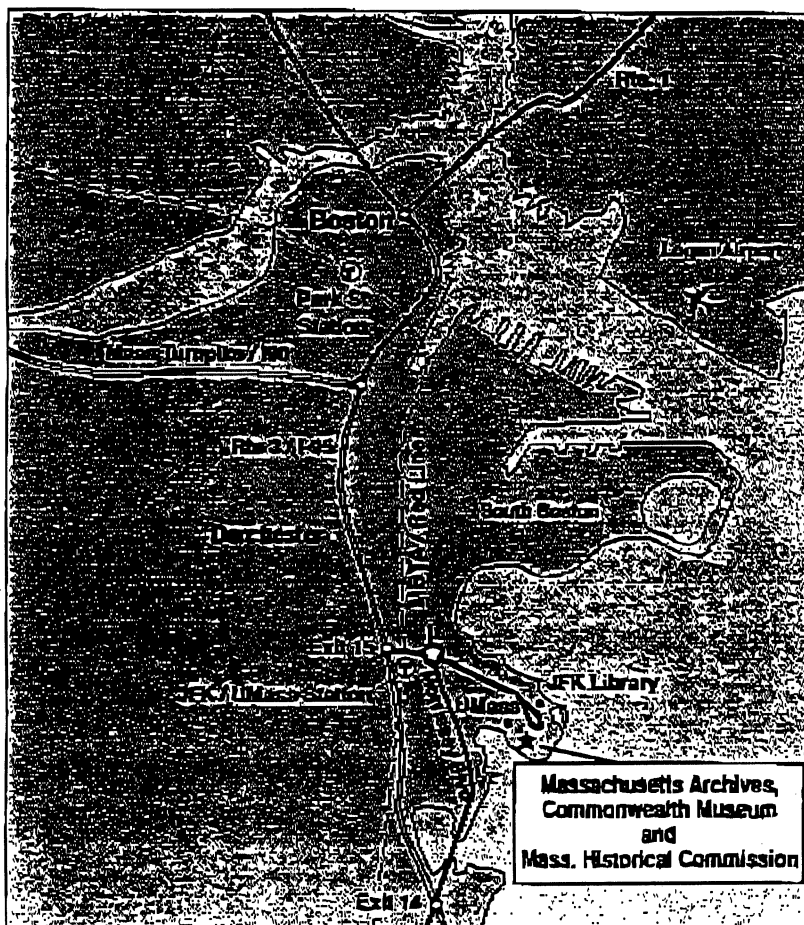
From the north: Rte 3/I-93 to exit 15 (Morrissey Blvd/JFK Library). Follow signs for UMass Boston and JFK Library.

From the west: Rte I-90/Mass Pike to I-93 South. Follow signs for UMass Boston and JFK Library.

From the south: Rte 3/I-93 to exit 14 (Morrissey Blvd/JFK Library). Follow signs for UMass Boston and JFK Library.

By MBTA

Take the MBTA Red Line to JFK/UMass station; there are two shuttle buses available in the parking lot. Bus #2 runs every 20 minutes and makes a direct stop at the Archives building and the JFK Library. Bus #1 runs every five minutes; get off at the UMass/Boston Harbor Campus administration building stop and walk to the Archives building (MHC's offices are located in this building), just across the parking lot from the JFK Library.





UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Regional Census Center
4 Copley Place, 4th Floor
P.O. Box 2000
Boston, MA 02117-2000

Date: 23 April 1999
To: Mayor Francis H. Duehay
From: Mary Frances Mitchner
Re: Complete Count Committee Workshop

As I mentioned during today's telephone call to your office, Census 2000 has organized a workshop for elected officials and interested parties on the formation of Complete Count Committees (CCC).

This workshop has been designed to answer questions about CCCs, their role, available Census 2000 resources and how community-based organizations can be plugged into activities.

I believe that attendance at this session will be valuable as you begin to plan Census 2000 Complete Count Committee activities. I hope that you or someone from your staff can arrange to attend. I will be there. I believe that after attending this session, our initial meeting will be even more productive.

Thanks very much.

Comm. & Rpts. Other Officers
#1

3395

A communication was received from
D. Margaret Drury, City Clerk
transmitting a memorandum from
Mayor Duehay regarding the US
Dept. of Commerce Census 2000
formation of Complete Count
Committee Workshop.

In City Council May 3, 1999

PLACED ON FILE