

## BAS Letter Summary

BAS-1L	Letter:	<b>LUCA Notification Letter</b> will be sent to the local BAS contact if their government signs up for LUCA by October 31, 2007. This letter will be used only for the 2008 BAS cycle.
BAS-2L	Letter:	<b>Advance Response Contact Letter</b> with AR Form 1 will be sent to the BAS contact or the HEO (if no BAS contact exists) with the advance response form (asking no change or change). This letter will be used September each year.
BAS-3L	Letter:	<b>Advance Response Contact Letter</b> with AR Form 2 will be sent all BAS contacts or the HEO (if no BAS contact exists) with the advance response form who will automatically be receiving a BAS package. They will be asked to indicate their method of submission. This letter will be used September each year.
BAS-4L	Letter:	<b>Advance Response Courtesy Letter</b> to HEO will be sent to the HEO contact when there is a BAS contact for BAS-3L. This letter will be used September each year.
BAS-5L	Letter:	<b>Advance Response AIA Contact Letter</b> with Form 1 will be sent to the BAS contact or the TRC (if no BAS contact exists) with the advance response form. They will be asked to indicate if they have changes and their method of submission. This letter will be used September each year.
BAS-6L	Letter:	<b>Advance Response AIA Courtesy Letter</b> to Tribal Leader will be sent to the Tribal Chair contact when there is a BAS contact for BAS-6L. This letter will be used September 2007.
BAS-7L	Letter:	<b>Advance Response Follow-up Letter</b> with AR Form 1 will be sent to the non-respondent of BAS-3L (asking no change or change). There will be no follow-up for BAS-4L. The governments will receive paper materials. This letter will be used September 2007.
BAS-8I	Insert:	<b>Advance Response BAS Response Methods Guide</b> will be sent with each letter type that requires the government to select a method of participation. This insert will be used September each year.
BAS-9L	Letter:	<b>County Package Letter</b> with BAS Survey Form 2 will be sent to the BAS contact unless one has not been identified, then it will go to the HEO. This letter will be used October each year.
BAS-10L	Letter:	<b>Incorporated Place and Minor Civil Division Package Letter</b> with BAS Survey Form 3 will be sent to the BAS contact unless one has not been identified, then it will go to the HEO. This letter will be used October each year.
BAS-11L	Letter:	<b>American Indian Area Package Letter</b> with BAS Survey Form 5 will be sent to the BAS contact unless one has not been identified, then it will go to the HEO. This letter will be used October each year.

**BAS Letter Summary – continued**

BAS-12PC	Post Card:	<b>No Change Post Card</b> will be included in the BAS package for counties, places and MCD to provide a quick response of no change. This post card will be used October each year.
BAS-13PC	Post Card:	<b>Follow-up Post Card</b> will be sent out in February to Counties, Places and MCD who haven't responded to the BAS package. After this follow-up, we generally receive many package re-mail requests. This post card will be used February each year.
BAS-14PC	Post Card:	<b>No Change Post Card</b> will be included in the BAS package for AIAs to provide a quick response of no change. This post card will be used October each year.
BAS-15I	Insert:	<b>BAS Response Methods and Materials Insert</b> will be sent with each package to guide the government through what materials should be in their package. This insert will be used October each year.
BAS-16I	Insert:	<b>BAS Spatial Enhancement Insert</b> will be sent to each government whose county has gone through MTAIP. This insert will be used October each year.
BAS-17L	Letter:	<b>Consolidated County Invitation Letter</b> is sent to the BAS contact unless one has not been identified then it will go to the HEO. This letter will be used spring 2008.
BAS-18L	Letter:	<b>Consolidated County Sign-up Letter</b> along with the BAS-6 Form is sent to the person who responds to BAS-17L. This letter will be used upon receipt of request to participate.
BAS-19L	Letter:	<b>Consolidated County Package Letter</b> along with the BAS-2 Form will be sent to the BAS contact designated through the agreement. This letter will be used October each year.
BAS-20L	Letter:	<b>Consolidated County Reminder Letter for Places and MCDs</b> will be sent to the BAS contact indicated through the county agreement. This letter will be used October each year.
BAS-21L	Letter:	<b>Consolidated STATE Reminder Letter for Places, MCDs, and Counties</b> will be sent to the BAS contact unless one has not been identified, then it will go to the HEO. This letter will be used October each year.

## **BAS-1L LUCA Notification Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

This year, the Census Bureau is coordinating the 2010 Census Local Update of Census Addresses (LUCA) program with the Boundary and Annexation Survey (BAS). We have done this in response to suggestions made by our geographic participants after the Census 2000 LUCA so that local governments can more effectively utilize their resources.

Your government has chosen to participate in the LUCA program and in sufficient time to allow the Census Bureau to coordinate the 2008 BAS with the LUCA program. We therefore have provided the designated LUCA Liaison for your locality with the necessary 2008 BAS materials to update our records regarding your governments legal boundary, name, and governmental status as of January 1, 2008 that have not previously been reported. We strongly encourage you to work with the LUCA Liaison to ensure that they provide the requested information. For this purpose, we are providing the LUCA Liaison's name below.

If you have questions, please contact the Census Bureau's BAS staff at (800) 972-5651 or at [geo.bas@census.gov](mailto:geo.bas@census.gov). We appreciate your efforts to ensure that the Census Bureau obtains the best information on the boundaries of your government.

Sincerely,

Charles Louis Kincannon  
Director

LUCA Contact:  
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## **BAS-2L Advance Response Contact Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

As part of this year's Boundary and Annexation Survey (BAS), the U.S. Census Bureau is requesting preliminary information about whether your governmental unit has, or expects to have, boundary changes such as annexations, de-annexations, mergers, consolidations, new incorporations or disincorporations that will be effective on or before **January 1<sup>st</sup>**, or other changes to your boundary that were not previously reported in the BAS. The BAS is used to collect information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information provided in the BAS to report data from the 2010 Decennial Census, and estimates from other programs and surveys, such as the Population Estimates Program and the American Community Survey.

Please place an "X" in the appropriate box on the form (Attachment A) to indicate whether you will have boundary changes to report. If you have changes to report, place an "X" in the box next to your preferred submission method. Refer to Attachment B for an explanation of the various submission methods. In addition, please review the contact information for the BAS contact and highest elected official and make the necessary changes.

Fax your completed form to the Census Bureau using the toll-free number, 1-888-817-2154. Fax the form only. Do not include a cover sheet. If you received this request in the mail, and you do not have access to a fax machine, you may e-mail the information to <[geo.bas@census.gov](mailto:geo.bas@census.gov)> or mail the completed form in the enclosed postage paid envelope to the following address:

**U.S. Census Bureau  
National Processing Center  
ATTN: BAS Returns, Building 63A  
1201 East 10th Street  
Jeffersonville, IN 47132**

Please note that in many states you are required to report your local and county annexations and de-annexations to your county or state officials.

If you have any questions about the BAS or what we are asking you to do in response to this letter, please contact the BAS staff by phone at 1-800-972-5651 or by e-mail to <[geo.bas@census.gov](mailto:geo.bas@census.gov)>.

Sincerely,

Charles Louis Kincannon  
Director

Attachments

## **BAS-3L Advance Response Contact Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

As part of this year's Boundary and Annexation Survey (BAS), the U.S. Census Bureau is requesting you to review the boundary of your governmental unit. The BAS is used to collect information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information provided in the BAS to report data from the 2010 Decennial Census and estimates from other programs and surveys, such as the Population Estimates Program and the American Community Survey.

Please place an "X" in the appropriate box on the form (Attachment A) to indicate whether you will have boundary changes to report. If you have changes to report, place an "X" in the box next to your preferred submission method. Refer to Attachment B for an explanation of the various submission methods. In addition, please review the contact information for the BAS contact and highest elected official and make the necessary changes.

Fax your completed form to the Census Bureau using the toll-free number, 1-888-817-2154. Fax the form only. Do not include a cover sheet. If you received this request in the mail, and you do not have access to a fax machine, you may e-mail the information to <[geo.bas@census.gov](mailto:geo.bas@census.gov)> or mail the completed form in the enclosed postage paid envelope to the following address:

**U.S. Census Bureau  
National Processing Center  
ATTN: BAS Returns, Building 63A  
1201 East 10th Street  
Jeffersonville, IN 47132**

Please note that in many states you are required to report your local and county annexations and de-annexations to your county or state officials.

If you have any questions about the BAS or what we are asking you to do in response to this letter, please contact the BAS staff by phone at 1-800-972-5651 or by e-mail to <[geo.bas@census.gov](mailto:geo.bas@census.gov)>.

Sincerely,

Charles Louis Kincannon  
Director

Attachments

## **BAS-4L Advance Response Courtesy Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

This letter is sent as a courtesy to inform you that the U.S. Census Bureau recently sent the Boundary and Annexation Survey (BAS) Advance Response letter and form to your BAS contact indicated below. The BAS is used to collect information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information provided in the BAS to report data from the 2010 Decennial Census and estimates from other programs and surveys, such as the Population Estimates Program and the American Community Survey.

Please review the contact information below. If you have any updates, please provide them via e-mail at <[geo.bas@census.gov](mailto:geo.bas@census.gov)>. If you have any questions, please contact the BAS staff by phone at 1-800-972-5651 or by e-mail at <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, or visit our website at <<http://www.census.gov/geo/www/bas/bashome.html>>.

Sincerely,

Charles Louis Kincannon  
Director

BAS Contact:  
<overprint>

HEO Contact:  
<overprint>

## **BAS-5L Advance Response AIA Contact Letter**

Dear Tribal Representative:

As part of the U.S. Census Bureau's Boundary and Annexation Survey (BAS), the Census Bureau is requesting preliminary information about whether your tribal government has, or expects to have, boundary changes that will be effective on or before **January 1<sup>st</sup>**, or other changes to your boundaries that were not previously reported in the BAS. The BAS is used to collect information about the legal boundaries and names of all federally recognized American Indian reservations, off-reservation trust lands, and tribal subdivisions. The Census Bureau uses the boundary information provided in the BAS to report data from the 2010 Decennial Census and estimates from other programs and surveys, such as the American Community Survey.

Please place an "X" in the appropriate box on the form (Attachment A) to indicate whether you will have boundary changes to report. If you have changes to report, place an "X" in the box next to your preferred submission method. Refer to Attachment B for an explanation of the various submission methods. In addition, please review the contact information for your BAS contact and tribal chair.

Fax your completed form to the Census Bureau using the toll-free number, 1-888-817-2154. Fax the form only. Do not include the cover sheet. If you received the accompanying form in the mail, and you do not have access to a fax machine, you may mail in the enclosed postage paid envelope the completed form to the address provided below or e-mail the information to **<geo.aiana@census.gov>**.

If you have any questions about the BAS or what we are asking you to do in response to this letter, please contact your Census Bureau regional geographer indicated below or send an e-mail to **<geo.aiana@census.gov>**.

Sincerely,

Charles Louis Kincannon  
Director

Attachments

Regional Geographer Contact:  
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## **BAS-6L Advance Response AIA Courtesy Letter to Tribal Leader**

Dear Tribal Leader:

This letter is sent as a courtesy to inform you that the U.S. Census Bureau recently sent the Boundary and Annexation Survey (BAS) advance response letter and form to your BAS contact (indicated below). The BAS is used to collect information about the legal boundaries and names of all federally recognized American Indian reservations, off-reservation trust lands, and tribal subdivisions. The Census Bureau uses the boundary information provided in the BAS to report data from the 2010 Decennial Census and estimates from programs and surveys, such as the American Community Survey.

Please review the contact information below. If you have any updates, please provide them via e-mail at <[geo.aiana@census.gov](mailto:geo.aiana@census.gov)>. If you have any questions, please contact the BAS staff by phone at 1-800-972-5651 or by e-mail at <[geo.aiana@census.gov](mailto:geo.aiana@census.gov)>, or visit our website at <<http://www.census.gov/geo/www/bas/bashome.html>>.

Sincerely,

Charles Louis Kincannon  
Director

BAS Contact:  
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Tribal Chair Contact:  
<overprint>

## **BAS-7L Advance Response Follow-up Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau recently sent a letter and form asking you to indicate whether or not your government has boundary and/or name changes that will be effective on or before **January 1<sup>st</sup>**, or if there are changes that were not reported previously in the Boundary and Annexation Survey (BAS). As of today, we have not received a response from you. The BAS is used to collect information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information provided in the BAS to report data from the 2010 Decennial Census and estimates from other programs and surveys, such as the Population Estimates Program and the American Community Survey.

If you have returned the form and received this reminder in error, please call the BAS staff at the toll-free number, 1-800-972-5651.

If you have not returned your form, please fax your completed form to the Census Bureau using the toll-free number, 1-888-817-2154. Fax the form only. Do not include the cover sheet. If you received this request in the mail, and you do not have access to a fax machine, you may e-mail the information to <[geo.bas@census.gov](mailto:geo.bas@census.gov)> or mail the completed form in the enclosed postage paid envelope to the following address:

**US Census Bureau  
National Processing Center  
ATTN: BAS Returns, Building 63A  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132**

Please note that in many states you are required to report your local and county annexations and de-annexations to your state officials.

If you have any questions about the BAS or what we are asking you to do in response to this letter, please contact the BAS staff by phone at 1-800-972-5651, or by e-mail at <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, or visit our BAS website at <<http://www.census.gov/geo/www/bas/bashome.html>>.

Sincerely,

Charles Louis Kincannon  
Director

Attachments

## **BAS-8I Advance Response**

### **BAS Response Methods Guide**

#### **❖ Paper BAS**

Participants are provided with paper maps and forms to update their boundary and geographic information. If the participant does not respond during Advance Response, they will automatically be enrolled in the traditional paper BAS method. Visit the BAS Web site at [www.census.gov/geo/www/bas/bashome.html](http://www.census.gov/geo/www/bas/bashome.html) for more information on traditional paper BAS.

#### **❖ Web-BAS**

Every year in January, participants will receive a user name and password. This password will be used to access a Web site through a web browser (such as, Internet Explorer, Netscape or Firefox). The Web-BAS site lets the user submit changes according to specific business rules and constraints set by the Census Bureau. Visit the BAS Web site at [www.census.gov/geo/www/bas/bashome.html](http://www.census.gov/geo/www/bas/bashome.html) for more information on Web-BAS.

#### **❖ MAF/TIGER Partnership Software (MTPS)**

MTPS is a PC-based software application for participants to update Census Bureau maps and forms, as well as local contact data. Participants receive a CD containing the software to install on their computer, one or more CD(s) containing the data for their entity and the surrounding area, and a user name and password to access the data in the software. Participants will be able to submit the map and form updates using this software. A CD writer is required to return the data. Visit the BAS Web site at [www.census.gov/geo/www/bas/bashome.html](http://www.census.gov/geo/www/bas/bashome.html) for more information on MTPS.

#### **❖ Digital BAS**

Digital BAS is designed to accept submissions from experienced geographic information system (GIS) users. Digital BAS participants modify spatial data provided by the Census Bureau to digitally submit boundary and feature updates. Participants must follow the same requirements that are part of Web-BAS and MTPS. Digital BAS is limited to governments that have gone through the Census Bureau's realignment process (MTAIP). Visit the BAS Web site at [www.census.gov/geo/www/bas/bashome.html](http://www.census.gov/geo/www/bas/bashome.html) for more information on Digital BAS.

#### **A Note on the Paperwork Reduction Project**

We estimate that it will take most respondents 30 minutes to complete this form. If you wish to make comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, please send your letter to: Paperwork Project 0607-0151, U.S. Census Bureau, 4700 Silver Hill Road, Room 3K138, Washington, DC 20233-1500. You may e-mail comments to [paperwork@census.gov](mailto:paperwork@census.gov); use "Paperwork Project 0607-0151" as the subject. This voluntary survey is authorized by Title 13, United States Code. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a current, valid Office of Management and Budget control number.

## **BAS-9L County Package Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting the Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and governmental status of all governmental units effective on or before **January 1<sup>st</sup>**, or other changes not previously reported in the BAS. This voluntary survey is an opportunity for you to ensure that we have the correct boundary and legal name for your county as well as the governments within your jurisdiction.

Please review your county boundary for accuracy as well as the BAS form for the functional status of governments within your county. You may include changes for the entities within your jurisdiction, but it is not required. The Census Bureau will use the boundary information you provide to report data from the 2010 Decennial Census and estimates from other programs and surveys, such as the annual Population Estimates Program and the American Community Survey.

The Census Bureau offers consolidation agreements to reduce the burden on local governments and avoid a duplication of effort. At the county level, a county government can provide updates for their county boundary, as well as for entities within the county that agree to the consolidation. Counties participating in a consolidation agreement are required to obtain the permission of the entities for which they will report changes and updates. If your state has legislation in place requiring governments to report boundary changes to the county, then we ask only that you provide us this documentation. The Census Bureau will not mail the indicated entities a BAS package next year or any subsequent year after an agreement has been completed. You can find more information about BAS consolidation agreements on our Web site at <http://www.census.gov/geo/www/bas/bashome.html>.

The enclosed checklist contains information about the materials in your BAS package. These materials reflect the participation method that your entity requested during Advance Response. Information describing how to update the enclosed materials is available in the BAS Respondent Guide. This information is also provided on the BAS Web site.

All changes received by **April 1<sup>st</sup>**, will be included in this year's boundary delivery for the Population Estimates Program and the American Community Survey. If the Census Bureau receives your updates by **May 31<sup>st</sup>**, they will be included in your BAS materials next year.

If you need any assistance with this request, please e-mail <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, telephone (1-800-972-5651), visit our website, or write to the following address:

**U.S. Census Bureau  
National Processing Center  
ATTN: BAS Returns, Building 63A  
1201 East 10th Street  
Jeffersonville, IN 47132**

Please note that your response to the BAS does not replace any state reporting requirement. The Census Bureau appreciates your response to this important voluntary survey.

Sincerely,

Charles Louis Kincannon  
Director

Enclosures

**BAS-10L Incorporated Place and Minor Civil Division Package Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting the Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and status of all governmental units effective on or before **January 1<sup>st</sup>**, or other changes not reported in prior BAS years. This voluntary survey is an opportunity for you to ensure that we have the correct boundary and legal name for your jurisdiction.

Please review your boundary for accuracy. The Census Bureau will use the boundary information you provide to report data from the 2010 Decennial Census and estimates from other programs and surveys, such as the annual Population Estimates Program and the American Community Survey.

The enclosed checklist contains information about the materials in your BAS package. These materials reflect the participation method that your jurisdiction requested during Advance Response. Information describing how to update the enclosed materials is available in the BAS Respondent Guide. This information is also provided on the BAS website at <http://www.census.gov/geo/www/bas/bashome.html>.

All changes received by **April 1<sup>st</sup>**, will be included in this year's boundary delivery for the Population Estimates Program and the American Community Survey. If the Census Bureau receives your updates by **May 31<sup>st</sup>**, they will be included in your BAS materials next year.

If you need any assistance with this request, please e-mail the Census Bureau at [geo.bas@census.gov](mailto:geo.bas@census.gov), telephone (1-800-972-5651), visit our website, or write to the following address:

**U.S. Census Bureau  
National Processing Center  
ATTN: BAS Returns, Building 63A  
1201 East 10th Street  
Jeffersonville, IN 47132**

Please note that your response to the BAS does not replace any state reporting requirement. The Census Bureau appreciates your response to this important voluntary survey.

The Census Bureau appreciates your response to this important voluntary survey.

Sincerely,

Charles Louis Kincannon  
Director

Enclosures

## **BAS-11L American Indian Area Package Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting the Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and governmental status for federally recognized American Indian reservations, off-reservation trust lands, and tribal subdivisions within the United States effective on or before **January 1<sup>st</sup>**, or other changes not reported in prior BAS years. This voluntary survey is an opportunity for you to ensure that we have your correct boundary and legal name.

Please review your boundary for accuracy. The Census Bureau will use the boundary information you provide to report data from the 2010 Decennial and the American Community Survey.

The enclosed checklist contains information about the materials in your BAS package. These materials reflect the participation method that was requested during Advance Response. Information describing how to update the enclosed materials is available in the Boundary and Annexation Survey Respondent Guide. This information is also provided on the BAS website at <http://www.census.gov/geo/www/bas/bashome.html>.

All changes received by **April 1<sup>st</sup>**, will be included in this year's boundary delivery for the American Community Survey. If the Census Bureau receives your updates by **May 31<sup>st</sup>**, they will be included in your BAS materials next year.

If you need any assistance with this request, please e-mail [geo.aiana@census.gov](mailto:geo.aiana@census.gov), or contact the geography staff in your Census Bureau Regional Office. This phone number can be found on the front of your BAS-5 form or in the BAS tribal respondent guide.

The Census Bureau appreciates your response to this important voluntary survey.

Sincerely,

Charles Louis Kincannon  
Director

Enclosures

**BAS-12PC No Change Post Card**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

If your jurisdiction has “NO BOUNDARY CHANGES” to report, please update the information below and return this postcard within 5 days. As an alternative, you may choose to provide this information over the Internet through the Web-BAS application at [www.census.gov/geo/www/bas/bashome.html](http://www.census.gov/geo/www/bas/bashome.html), or e-mail us with the message “NO BOUNDARY CHANGES” to [geo.bas@census.gov](mailto:geo.bas@census.gov). Include your name and jurisdiction in the e-mail.

Print name \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

If the contact information shown below has changed, please call (1-800-972-5651) or send an e-mail to [geo.bas@census.gov](mailto:geo.bas@census.gov) with the updated information.

Please DO NOT return the form(s) or maps if you do not have any changes to report.

Sincerely,

Charles Louis Kincannon  
Director

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## **BAS-13PC Follow-up Post Card**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

A Survey Reminder:

Have you reviewed and returned the materials that the U.S. Census Bureau mailed to your office for the Boundary and Annexation Survey (BAS)? If not, we would greatly appreciate receiving a response by **April 1**. If you have any questions or need additional materials, please call (1-800-972-5651) or send an e-mail to <[geo.bas@census.gov](mailto:geo.bas@census.gov)>.

If you have no changes to report, please return the “NO CHANGE” postcard by mail, send an e-mail message to <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, or login to the Web BAS at <http://www.census.gov/geo/www/bas/bashome.html>.

Our goal is to have accurate information about the name and boundaries of each governmental unit in the survey. By responding before **April 1**, your corrected boundary will be available for use by other Census programs, such as the annual Population Estimates Program and the American Community Survey.

If you have responded, we thank you and please disregard this reminder.

Sincerely,

Charles Louis Kincannon  
Director

**BAS-14PC No Change Post Card**

FROM THE DIRECTOR  
U.S. CENSUS Bureau

If your Tribal government has “NO BOUNDARY CHANGES” to report, please sign and return this postcard within 5 days. As an alternative, you may choose to provide this information over the Internet through the Web-BAS application at [www.census.gov/geo/www/bas/bashome.html](http://www.census.gov/geo/www/bas/bashome.html), or e-mail us with the message “NO BOUNDARY CHANGES” to [geo.bas@census.gov](mailto:geo.bas@census.gov). Include your name and the name of your reservation in the e-mail.

Print name \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

If the contact information shown below has changed, please contact the Census Bureau’s Regional Office Geography staff at the number shown on your enclosed BAS-5 form, or as contained in the list provided in the Tribal Boundary and Annexation Survey User’s Guide, or send an e-mail to [geo.aiana@census.gov](mailto:geo.aiana@census.gov).

Please DO NOT return the form(s) or maps if you do not have any changes to report.

Sincerely,

Charles Louis Kincannon  
Director

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## BAS-15I BAS Response Methods and Materials Insert

### BAS Response Methods and Materials

#### Paper BAS

Participants are provided with paper maps and forms to update their boundary and other geographic information. If the participant does not indicate a preferred submission method during Advance Response, they will automatically be enrolled in the traditional paper BAS method.

Your traditional paper BAS packet includes:

- BAS Letter
- Respondent Guide
- Form(s) printed with URL, username and password for Web-BAS access
- Maps
- Colored pencils
- NO CHANGE postcard
- Postage-paid return envelope
- Ruler

To change your method of participation in BAS from paper to either Digital BAS or MAF/TIGER Partnership Software, you must notify the Census Bureau by February 15<sup>th</sup> to allow adequate time for additional material creation and shipment. You can contact the Census Bureau by phone at (800) 972-5651 or by e-mail at [geo.bas@census.gov](mailto:geo.bas@census.gov). You do not need to contact the Census Bureau if you decide to submit your updates using Web-BAS. The URL, username and password for Web-BAS is provided on your BAS form in the “Special Instructions” section.

#### Web-BAS

Participants use a web interface accessed through a web browser (such as, Internet Explorer, Netscape or Firefox). Information to participate using Web-BAS is provided on your BAS form in the “Special Instructions” section. Paper maps and forms are not submitted.

Your Web-BAS packet includes:

- BAS Letter
- Paper reference map
- Respondent Guide
- BAS form(s)

To change your method of participation in BAS from Web-BAS to paper, Digital BAS or MAF/TIGER Partnership Software, you must notify the Census Bureau by February 15<sup>th</sup> allow adequate time for additional material creation and shipment. You can contact the Census Bureau by phone at (800) 972-5651 or by e-mail at [geo.bas@census.gov](mailto:geo.bas@census.gov). The URL, username, and password for Web-BAS is provided on your BAS form in the “Special Instructions” section.

## **BAS Response Methods and Materials (Continued)**

### **MAF/TIGER Partnership Software (MTPS)**

MTPS is a PC-based software application for participants to digitally update Census Bureau maps and forms, as well as local contact data. Participants will be able to submit map and form updates using this software by writing the MTPS output files to CD-ROM. Paper maps and forms are not submitted.

Your MTPS packet includes:

- BAS Letter
- Respondent Guide
- Paper reference map
- CD with software
- CD or DVD with Census Bureau spatial data shapefiles
- BAS form(s)

To change your method of participation in BAS from MTPS to either paper or Digital BAS, you must notify the Census Bureau by February 15<sup>th</sup> to allow adequate time for additional material creation and shipment. You can contact the Census Bureau by phone at (800) 972-5651 or by e-mail at **geo.bas@census.gov**. You do not need to contact the Census Bureau if you decide to submit your updates using Web-BAS. The URL, username and password for Web-BAS is provided on your BAS form in the “Special Instructions” section.

### **Digital BAS**

Digital BAS is designed to accept submissions from experienced geographic information system (GIS) users who provide their changes to Census Bureau spatial data. Participants must follow the same requirements that are part of Web-BAS and MTPS. Paper maps and forms are not submitted. Digital BAS is limited to entities and counties that have gone through the Census Bureau’s realignment process (MTAIP). You can find the status on the BAS website at <http://www.census.gov/geo/www/bas/bashome.html>.

Your Digital BAS packet includes:

- BAS Letter
- CD or DVD with Census Bureau spatial data shapefiles
- Paper reference map
- BAS form(s)

To change your method of participation in BAS from Digital BAS to either paper or MAF/TIGER Partnership Software, you must notify the Census Bureau by February 15<sup>th</sup> to allow adequate time for additional material creation and shipment. You can contact the Census Bureau by phone at (800) 972-5651 or by e-mail at **geo.bas@census.gov**. You do not need to contact the Census Bureau if you decide to submit your updates using Web-BAS. The URL, username, and password for Web-BAS is provided on your BAS form in the “Special Instructions” section.

**Spatial Enhancements through the**  
**MAF/TIGER Accuracy Improvement Project (MTAIP)**

The Census Bureau has completed the MTAIP for your county. The spatial enhancements we have made to the street features may have inadvertently introduced changes to the shape of your boundary. Boundary segments that follow features, such as streets and rivers, were moved to the corrected location of the realigned feature. Boundary segments that do not follow a feature were proportionally readjusted using the surrounding features.

Where boundaries were significantly reshaped, the Census Bureau tried to flag the boundary. However, not all individual segments of the boundary are identified. The Census Bureau asks that you *carefully review your boundary during this year's Boundary and Annexation Survey, particularly the areas that have been flagged*, and make corrections where necessary.

Please refer to the Boundary and Annexation Survey Respondent Guide for additional information on identifying and updating flagged portions of your boundary.

## **BAS-17L Consolidated County Invitation Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

Each year the U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) to update information about the legal boundaries, names, governmental status, and types of municipalities in your county. This voluntary survey is an opportunity for you to ensure that we have the correct boundary and legal entity name for your county, as well as for the governmental units within your jurisdiction. The Census Bureau will use the boundary information you provide to report data from various programs and surveys, such as the annual Population Estimates Program and the American Community Survey.

To reduce the burden on local governments and avoid duplication of efforts the Census Bureau offers consolidation agreements to counties that might be interested in submitting to the Census Bureau all boundary changes for the legal governments (incorporated places and minor civil divisions) within their jurisdiction. A county does not need 100% participation by all of its entities to participate in a consolidation agreement.

If your county is interested in establishing a BAS consolidation agreement, please contact the Legal Areas Team in our Geography Division by telephone at 301-763-1099 or e-mail <[geo.bas@census.gov](mailto:geo.bas@census.gov)> by June 18th. The Legal Areas Team will provide your BAS contact or designee a Consolidated BAS form listing of all the legal governments within your county. In addition, the Census Bureau will include a list of all the contacts for those governments. The Consolidated BAS form can be used to record each local government contacted and whether they agreed to be included in the consolidated county-level BAS response. The legal governments that agree to the consolidated response will no longer receive a BAS package each year.

Please disregard this letter if your county is not interested in a BAS consolidation agreement. The U.S. Census Bureau thanks you for your continued participation in the BAS.

Sincerely,

Charles Louis Kincannon  
Director

## **BAS-18L Consolidated County Sign-up Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau recently received your request to participate in a county-level Boundary and Annexation Survey (BAS) consolidation agreement. This method of participation is designed to allow your county to submit to the Census Bureau all boundary changes for the legal governments, including incorporated places and Minor Civil Divisions (MCDs), within your jurisdiction. Governments that agree to become part of the consolidation will no longer receive their own BAS materials, unless a portion of their area is located in another county.

To create a county-level consolidation, the county's BAS respondent must contact each government and explain the BAS agreement they are seeking. It is very important that each government understands that if they agree to the consolidation, they will no longer receive their own BAS maps to review and update. Instead, the county BAS respondent will provide the Census Bureau with all boundary updates. The government must then decide if they would like to be a part of the consolidation. The Census Bureau must be notified of which governments agreed to the consolidation and which did not, as well as the name of the person you spoke with at each government, their position, their phone number, and the date of contact.

When you discuss this work with the local government representative we recommend you explain that this consolidated approach will reduce workload for them. Starting in 2008, the BAS will be mailed to all governmental units every year. Therefore, they would be asked to respond more frequently (In the past, entities with less than 5,000 people were not surveyed every year). If your state has legislation requiring the local governments to report legal changes to a county office, indicate that your office will be reporting the updates to the Census Bureau to eliminate any duplication of effort.

We have enclosed two documents with this package designed to help when contacting the governments and documenting their responses:

1. The first document is a spreadsheet containing our current record for the BAS contact and the highest elected official (HEO) for each government within your county.
  - Please confirm with them that the contact information is correct and up-to-date. Enter correct information in bold and return the spreadsheet to the Census Bureau.
  - Current contact information is imperative for the Census Bureau so that we can communicate with all governments on this and other important programs and Census activities.
2. The second document is the Consolidated BAS form.
  - This form can be used to notify the Census Bureau of each government's response to your invitation to participate in the consolidation agreement for the BAS.
  - The form provides fields to enter the information described in the second paragraph of this letter. You may return the Consolidated BAS form to convey the required information in a letter back to the Census Bureau.
  - The returned documentation must have your name and the date to confirm that you will be the BAS contact for your consolidation.

To participate in the next BAS cycle as a consolidated county, please fax the requested information to 1-888-817-2154 by August 1<sup>st</sup>. The purpose of this date is to allow the Census Bureau enough time to remove the governments from the Advance Response list.

If you have any questions about the consolidation agreement for the BAS, please contact the Legal Areas Team at 301-763-1099 or e-mail <[geo.bas@census.gov](mailto:geo.bas@census.gov)>.

The U.S. Census Bureau thanks you for your interest and looks forward to working with your county.

Sincerely,

Charles Louis Kincannon  
Director

Enclosures

## **BAS-19L Consolidated County Package Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting the Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and governmental status of all governmental units effective on or before **January 1<sup>st</sup>**, or other changes not reported in prior BAS years. This voluntary survey is an opportunity for you to ensure that we have the correct boundary and legal name for your county, as well as the entities within your jurisdiction.

We are pleased that you are willing to provide a response for the entities that agreed to participate in the BAS consolidated agreement. Please respond to the BAS with information regarding any boundary changes to those entities along with newly incorporated or disincorporated places, and if applicable, created or deleted Minor Civil Divisions. The Census Bureau will use the boundary information you provide to report data from the 2010 Decennial Census and estimates from other programs and surveys, such as the annual Population Estimates Program and the American Community Survey.

The enclosed checklist contains information about the materials in your BAS package. These materials reflect the participation method that your county requested during Advance Response. Information describing how to update the enclosed materials is available in the BAS Respondent Guide. This information is also provided on the BAS website at <http://www.census.gov/geo/www/bas/bashome.html>.

All changes received by **April 1<sup>st</sup>**, will be included in this year's boundary delivery for the Population Estimates Program and the American Community Survey. If the Census Bureau receives your updates by **May 31<sup>st</sup>**, they will be included in your BAS materials next year.

If you need any assistance with this request, please e-mail [geo.bas@census.gov](mailto:geo.bas@census.gov), telephone (1-800-972-5651), visit our website (<http://www.census.gov/geo/www/bas/bashome.html>), or write to the following address:

U.S. Census Bureau  
National Processing Center  
ATTN: BAS Returns, Building 63A  
1201 East 10th Street  
Jeffersonville, IN 47132

The Census Bureau appreciates your involvement in this important survey.

Sincerely,

Charles Louis Kincannon  
Director

Enclosures

## **BAS-20L Consolidated County Reminder Letter**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

Each year the U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) to update information about the legal boundaries, names, governmental status, and types of municipalities in your county. This voluntary survey is an opportunity to ensure that we have the correct boundaries and legal name for your jurisdiction. The Census Bureau will use the boundary information you provide to report data from the 2010 Decennial Census and estimates from other programs and surveys, such as the annual Population Estimates Program and the American Community Survey.

Your county has agreed to report boundary changes, incorporations, disincorporations, and mergers effective on or before **January 1<sup>st</sup>** for each participating incorporated place and, if appropriate, minor civil division. Since your government has agreed to participate in this consolidation of work, we will not be sending you separate BAS materials. If you have questions about what will be submitted for your place, please contact the county BAS respondent whose name is indicated below.

To ensure that the correct boundaries are reflected in the Census Bureau files, it is very important that you submit all boundary updates to your county.

If you have any questions about the BAS consolidation agreement, please contact your county BAS contact (listed below) or the Census Bureau by phone at 301-763-1099 (ask for a Legal Areas Team member) or by e-mail at <[geo.bas@census.gov](mailto:geo.bas@census.gov)>.

Sincerely,

Charles Louis Kincannon  
Director

<overprint county BAS contact>

## **BAS-21L Consolidated STATE Reminder Letter for Places, MCDs, and Counties**

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau is conducting the annual Boundary and Annexation Survey (BAS). This voluntary survey is an opportunity to ensure that we have the correct boundaries and legal name for your government. The Census Bureau uses this information for various statistical programs, such as the Population Estimates Program and the American Community Survey (ACS).

The Census Bureau and the **<state agency providing updates>** are collaborating to consolidate responses to the BAS at the state level. We feel this will avoid duplication of work for you and other officials in your state. Your state's statutes stipulate that all boundary revisions within your state be reported to the **<state agency receiving report of change>**. Since a state-level office, the **<state agency providing updates>**, maintains the most up-to-date boundary information for all legal governments in the state, the Census Bureau can acquire the boundary information it needs from a single source. We plan to implement this approach for an increasing number of counties within your state, and your county is now included. The **<state agency providing updates>** will report all governmental annexations, de-annexations, incorporations, disincorporations, and mergers for the governments within your county effective on or before **January 1<sup>st</sup>**. Since the **<state agency providing updates>** will submit a consolidated response, your office will not receive a BAS package.

To ensure that the correct boundaries are reflected in the Census Bureau files, it is very important that you submit all annexation, de-annexation, incorporation, disincorporation, and merger information to the **<state office receiving report of change>**, per your state's statutes. Your state statutes are available at **<website>**. The address for the **<state office receiving report of change>** is **<state office receiving report of change's address>**.

If you have any concerns or would like to review the data the **<state agency providing updates>** has for your government, please contact **<state contact>** at **<phone number>**.

If you have any questions about the BAS consolidation agreement we have with your state, please contact the Legal Areas Team by phone at 301-763-1099 or by e-mail at **<geo.bas@census.gov>**.

Sincerely,

Charles Louis Kincannon  
Director