Boundary and Annexation Survey

Tribal Paper Respondent Guide

USCENSUSBUREAU

Helping You Make Informed Decisions
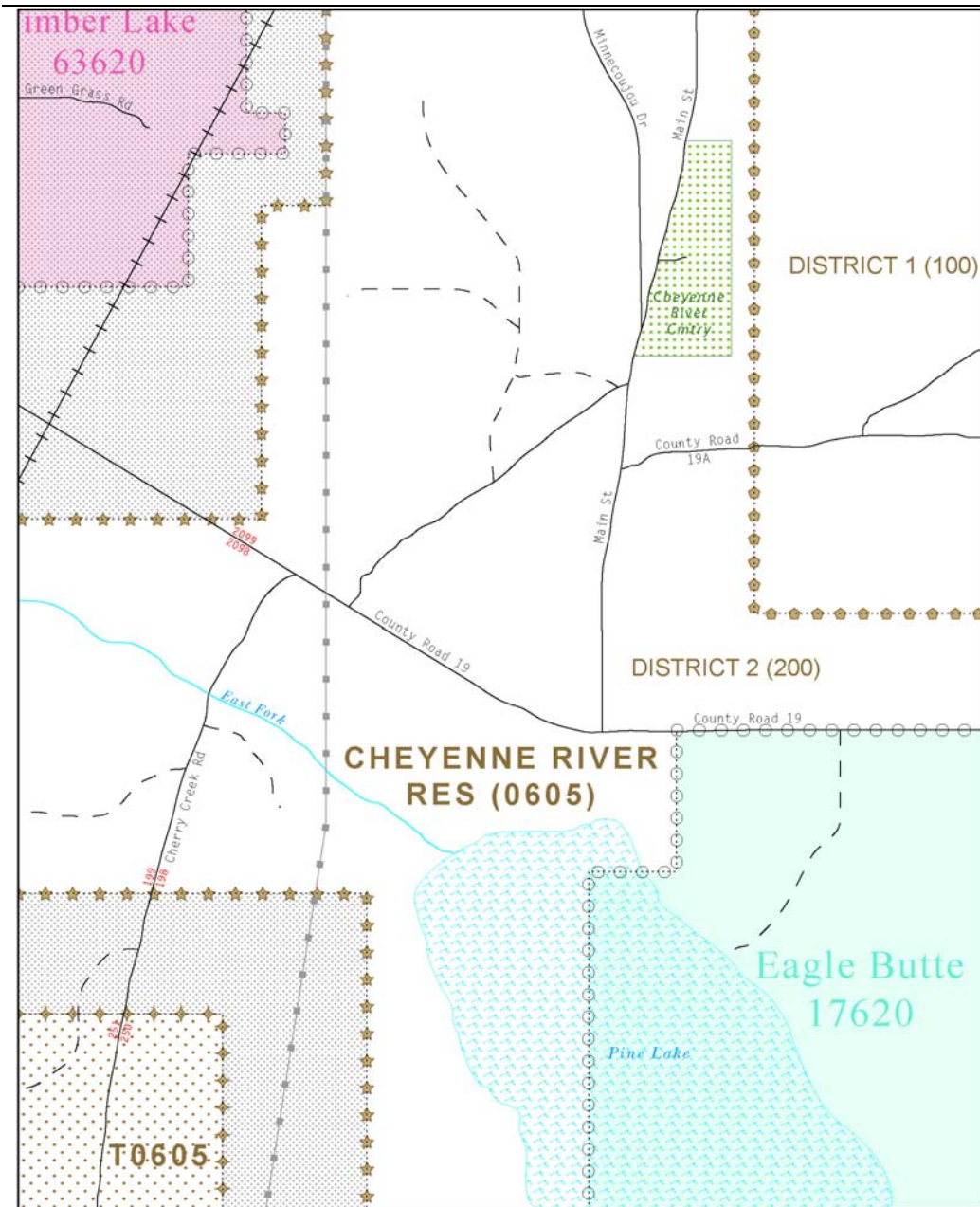
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1.0 Overview of the BAS

The Census Bureau conducts the Boundary and Annexation Survey (BAS) annually to collect and maintain the most current, legally established boundary information for federally recognized American Indian reservations, off-reservation trust land and tribal subdivisions. In support of the government-to-government relationship with federally recognized American Indian tribes, the Census Bureau works directly with tribal officials to maintain a current and comprehensive inventory of correct names, legal descriptions and legal boundaries for federally recognized tribes with reservations and/or off-reservation trust lands.

The Census Bureau's primary purpose for delineating tribal boundaries is to develop the best possible geographic framework for the tabulation and presentation of statistical information. Through the BAS, the Census Bureau updates reservation, off-reservation trust land and tribal subdivision boundaries, as well as their names and features (features such as roads or rivers), and address information at the boundaries. The information collected is used to tabulate data from various programs and surveys, such as the American Community Survey and 2010 Census. Maintaining these boundaries and boundary-to-feature relationships correctly through the BAS makes certain that the appropriate population is assigned to your area.

To complete the BAS, please review the maps in your BAS package. If the boundary of your American Indian Area (AIA) is correct, please submit the "No Change" postcard. If there are changes to your contact information, the Census Bureau appreciates your cooperation in updating the BAS forms, included in your package. You can access the electronic version of the form at the following website: **<http://www.census.gov/geo/www/bas/bashome.html>**, click on "Response Methods". Make changes on the maps and return the updated maps, appropriate legal documentation and forms to the Census Bureau by **March 1**.

> If a tribal government disagrees with the Census Bureau's depiction of their boundary and provides supporting documents that pre-date 1990, when our boundaries were last sanctioned by the BIA, we ask for clarification from the U.S. Department of the Interior, Office of the Solicitor regarding the correct current boundary. Complicated legal land issues often require an extended period of time for resolution, and in those cases, the Census Bureau retains the boundary we have in our database until a legal opinion is issued by the Solicitor's office.

In compliance with the Office of Management and Budget Circular A-16, the BAS supports the Census Bureau's spatial data steward responsibilities for the Federal Geographic Data Committee and the Geospatial One-Stop by updating the inventory of and boundaries for governmental units. In addition, the BAS is the source of up-to-date information on boundaries, codes, and names for the U.S. Geological Survey's (USGS) National Map and the Geographic Names Information System.

2.0 Updating the BAS Materials

There are six steps involved in updating the BAS materials:

- Reviewing and updating (if necessary) the geographic information on the BAS-5 form
- Reviewing and annotating the map(s) with boundary changes and corrections
- Annotating feature changes, additions, or deletions on the map
- Annotating the address breaks at the intersection of roads and boundaries
- Signing the updated maps and forms
- Returning the signed maps and forms along with legal documentation supporting all legal boundary changes (for example, additions and deletions of trust land)

It is important that all questions on the form are answered completely. If there are no changes to report, please return only the "No Change" postcard provided with your materials. Please do not return all of the materials. If there are changes, sign and return only the maps with changes. (You can access the electronic version of the form at the following website: **<http://www.census.gov/geo/www/bas/bashome.html>**). Return the completed form(s) and updated map(s) using the pre-addressed envelope or return label by **March 1** to:

>   National Processing Center
>   ATTN: BAS Returns, Bldg 63A
>   1201 East 10th Street
>   Jeffersonville, IN 47132

2.1 Reviewing and Updating Your Form

Begin with a review of all information printed on your form. If any information needs to be changed, cross out the incorrect data and print the correction beside it. Provide an effective date for name, type or status changes. Regarding misspelled names, cross out the error and print the correctly spelled name next to the misspelling.

To change the name of a federally recognized American Indian reservation, off-reservation trust land or tribal subdivision, follow the directions as shown in Example 2.1 below:

- Mark the "No" box
- Print the correct name and effective date of the change in the box provided
- Provide documentation, such as a tribal resolution or Federal Register Notice to support the change
- Continue with question 2

GENERAL INSTRUCTIONS ➡	To report changes for your American Indian Area (AIA), please complete this form.
	• It is important that all questions on the form are answered completely.
	• If there are no boundary changes to report, please review the form and return only the "NO CHANGE" postcard provided with your materials or respond electronically at http://www.census.gov/geo/www/bas/bashome.html.
	• Please do not return all of the maps. Sign and return only the maps with changes.
	• Return the completed form(s) and updated map(s) within 60 days using the preaddressed envelope or return label.
	• For further instructions on filling out this form, please refer to the BAS Respondent Guide.

American Indian reservation/off reservation trust land name
"Reservation or off-reservation trust land name here"

BAS ID	499-12345678	Census code	5678	ANSI code*	12345

Question 1	NAME CHANGE — Please mark (X) the applicable boxes

1a. Is the name of this American Indian reservation/off reservation trust land correct as shown above?

		Please provide supporting documentation:	Effective date of change (Month / Day / Year)
	YES – Continue with question 2.		
X	NO – Enter correction and continue with question 2.	Name: "Your AIA Name Here"	Date: 01/01/2008

Example 2.1: Updating the tribal BAS-5 form and Question 1.

2.2 Making Changes and Corrections to Your Maps

This section includes general guidelines and detailed examples illustrating how to update boundary and feature information.

> ### Maps Included in BAS Packages
> In the past, the Census Bureau mailed an index map and all parent sheets to each entity with 40 or fewer total map sheets. Entities with more than 40 map sheets received only an index map. In 2008, we established a new process that determines which map sheets contain any portion of the subject entity's boundary. These map sheets form the "boundary ring" and are determined for any entity with more than 40 map sheets. Entities with over 40 total map sheets, but less than 40 boundary ring sheets now receive their index sheet and boundary ring. Map sheets for the interior of the entity are excluded. This allows entities that previously would have only received an index sheet to receive the additional map sheets containing their boundary. If an entity has over 40 boundary ring map sheets, then the participant will receive a standard index sheet only. A maximum of 40 map sheets will be sent to a participant. Full sets of maps can be requested as needed.

There are a number of general guidelines for changes and corrections to your maps:

- Three colored pencils are provided in your package: The red pencil should be used to indicate legal boundary changes or corrections. Use the purple pencil to

indicate non-legal changes or corrections. Use the blue pencil to add or modify tribal subdivisions.

- Compare the BAS maps to a local source for your entity. Update the map(s) if the boundary shown does not correctly depict your boundary as of January 1 of the survey year.

- Refer to examples 2.2.2 through 2.2.5 for the differences between a boundary change and a boundary correction.

- Updating Address Information

  The BAS maps show the last address stored in our geographic database for each street that crosses the boundary of your reservation. These addresses are shown because it is important that the Census Bureau assigns the correct addresses to each governmental unit. If you have reported an addition or deletion, or have corrected our depiction of your boundary and you have house numbers, street names, and addresses, please provide us with the last address within the current boundary of your reservation.

  Since the BAS only collects addresses at the boundary, the Census Bureau has other programs that determine address information. If you have a reliable source for addresses within your reservation, and would be willing to share that information with the Census Bureau, we request that you fill out the Address Source Information Worksheet included on the last page of this guide. The Census Bureau staff working on the BAS responses will forward the updated form to the address update staff with the information you provide. The correct assignment of addresses is of primary importance to our censuses and surveys.

- Although the BAS collects boundary information, the survey also accepts feature updates. You should not, however, attempt to correct the spatial accuracy of streets on the BAS maps; correct only those streets that are significantly mis-located, or new streets that are related to the location of a new boundary. Please refer to examples 2.2.7 through 2.2.16, and be sure to use the enclosed purple pencil for feature updates.

- Please do not make changes on the index map. Index maps are provided as a reference to help you quickly locate a map sheet. If you received only an index map for your reservation or trust land and you need to make boundary changes and/or feature updates, please call the phone number indicated on the BAS-5 form or e-mail geo.aiana@census.gov to request a full set of maps or the specific map sheet(s) needed.

The following examples are provided to illustrate how to update your boundary and feature information with the Census Bureau:

2.2.1 Explanation of map symbology

This section provides examples of the BAS map symbology. You can review this symbology and BAS map legend online at the following Web site:

http://www.census.gov/geo/www/bas/bashome.html

In Example 2.2.1, Cheyenne River Reservation[1] is the subject area. Off-reservation trust lands (T0605) are represented by a brown dot pattern. Note that all areas outside of the subject area are considered fringe areas. Fringe areas are shaded with a gray dot pattern. (Ziebach 137 and Haakon 055 are counties.)
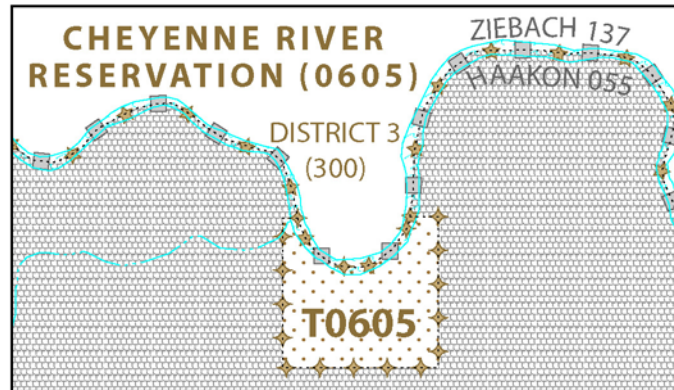
Example 2.2.1: Reservation with tribal subdivision, county boundary, and trust land

2.2.2 Boundary changes versus boundary corrections

The two types of modifications that can be made to a boundary are: boundary changes and boundary corrections.

- A boundary change is a legal change to a boundary as a result of a federal court decision, treaty, act of Congress, a deed placing land in trust, etc. Copies of the legal documentation must be submitted with all boundary changes. Reporting legal boundary changes is the primary goal of the BAS.
- A boundary correction is the minor adjustment of a boundary to correct a drafting error in the Census Bureau's depiction of an existing boundary and does not require documentation.

2.2.3 Boundary changes

These figures illustrate how to correctly draw boundary changes on your maps and to update the BAS form. Using the red pencil provided, cross out the portion of the boundary that is no longer current with a string of "X"'s as shown in example 2.2.4.3. Draw the new boundary line(s) ensuring that you close your boundary and do not leave an incomplete boundary as shown in example 2.2.3.1. Add the authorization number or other identifier of the action authorizing the change, along with the effective date of each addition or deletion that you draw on the map. Document these changes on the BAS form as shown below.

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[1] Note that all examples are for graphical purposes only and do not represent actual boundary, feature or address changes. The baseline geography for most figures is from the Cheyenne River Reservation.

Note that if you are adding a trust land, please annotate as shown in example 2.2.3.1, where the original reservation boundary is not deleted and so does not need the string of "X"'s.

Complete Boundary	Incomplete Boundary
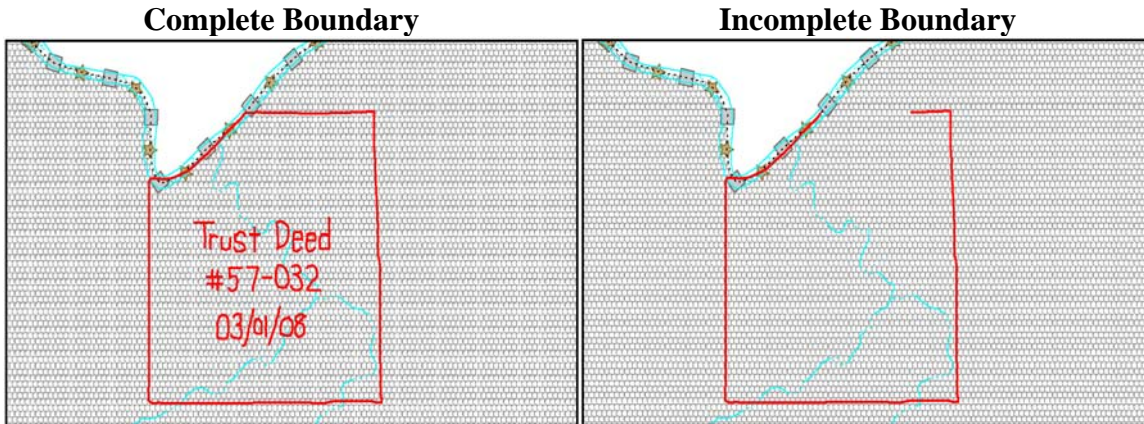
Example 2.2.3.1: The first figure illustrates how to make a complete boundary change. The second figure illustrates a common error with an incomplete boundary change.

Please follow the instructions below and review the preprinted entries for correctness and completeness. Print in the space provided the information requested for all additions, deletions and other changes that have occurred during the previous year.

INSTRUCTIONS FOR ENTERING DATA IN COLUMNS:

(1) CHANGE: Enter **A** for additions, **D** for deletions, **B** for boundary corrections, or **O** for other changes.

(2) AUTHORIZATION (Type): Enter the authorization **type.** (**A**=Act of Congress, Statute, or Federal Law, **C**=Federal Court decision, **D**=Deed placing land into trust, **N**=Federal Register notice or notice published in a local newspaper by the federal government, or **X**=Other)

(3) AUTHORIZATION (Identifying Number): Enter the identifying **number** for the change you are reporting.

(4) DATE: Enter the *effective* date of the change. (**Month, day, year**)

(5) LAND: Enter the **type of land** added. (R = reservation or T = off-reservation trust land)

(6) COUNTY/EQUIVALENT: Enter the **name of the county or equivalent area** in which the other change occurred.

(7) AREA: Enter the **estimated size** (in tenths of acres) of the addition, deletion or other change.

CHANGE	AUTHORIZATION		DATE	LAND	COUNTY/EQUIVALENT	AREA
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Type A/D/B/O	Type A/C/D/N/X	Identifying Number (if any)	Month/Day Year	Type R/T	Name	Acres (tenths)
A	D	57-032	03/01/08	T	County ABC	640.7

Example 2.2.3.2: Updating boundary changes on the tribal BAS form, BAS-5

2.2.4 Boundary with coincident feature change

Example 2.2.4.1 illustrates how to make an adjustment to a boundary that is coincident with a feature, such as a river or street. In this case, the *feature location* is correct, but the *boundary location* is incorrect. Using the red pencil, you will cross out the portion of the boundary that is no longer current using a string of "Xs" inside circles. Draw the updated boundary. Add the authorization number or other identifier of the action authorizing the change along with the effective date of each addition or deletion. Document these changes on the tribal BAS form as shown in the following figures.

If you want to *move both the boundary and the feature*, cross out the incorrect boundary with a string of red "Xs" and draw a red line representing the new location of the boundary and road. Example 2.2.4.3 illustrates how to make a correction to the boundary

where an associated feature moves along with the boundary. If these changes are the result of an annexation or deannexation, include the authorization number and effective date.
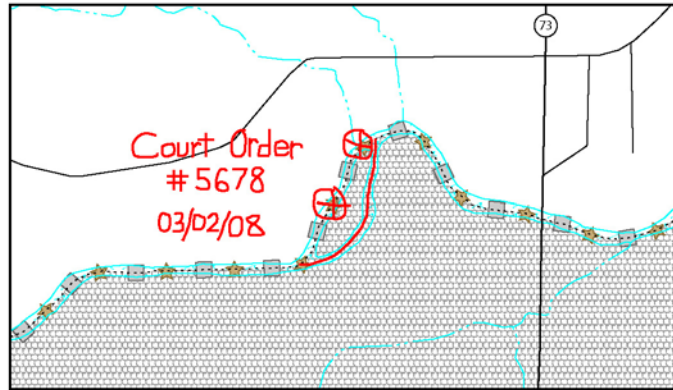
Example 2.2.4.1: Making a change to a boundary coincident with a road feature, where only the boundary moves to the new location

Please follow the instructions below and review the preprinted entries for correctness and completeness. Print in the space provided the information requested for all additions, deletions and other changes that have occurred during the previous year.

INSTRUCTIONS FOR ENTERING DATA IN COLUMNS:

(1) CHANGE: Enter **A** for additions, **D** for deletions, **B** for boundary corrections, or **O** for other changes.

(2) AUTHORIZATION (Type): Enter the authorization **type**. (A=Act of Congress, Statute, or Federal Law, C=Federal Court decision,
   D=Deed placing land into trust, **N**=Federal Register notice or notice published in a local newspaper by the federal government, or X=Other)

(3) AUTHORIZATION (Identifying Number): Enter the identifying **number** for the change you are reporting.

(4) DATE: Enter the *effective* date of the change. **(Month, day, year)**

(5) LAND: Enter the **type of land** added. (R = reservation or T = off-reservation trust land)

(6) COUNTY/EQUIVALENT: Enter the **name of the county or equivalent area** in which the other change occurred.

(7) AREA: Enter the **estimated size** (in tenths of acres) of the addition, deletion or other change.

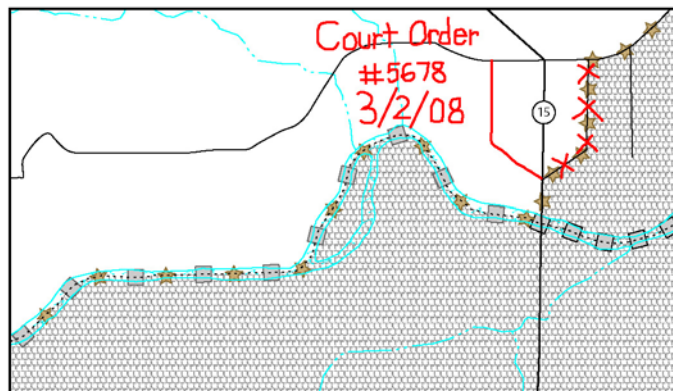| CHANGE	AUTHORIZATION		DATE	LAND	COUNTY/EQUIVALENT	AREA
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Type A/D/B/O	Type A/C/D/N/X	Identifying Number (if any)	Month/Day Year	Type R/T	Name	Acres (tenths)
A	C	5678	3/02/08	T	County ABC	125.3

Example 2.2.4.2: Updating the tribal BAS form for a change to a boundary coincident with a feature


Example 2.2.4.3: Making a change to a boundary coincident with a road feature, where both the boundary and feature move to the new location

2.2.5 Boundary corrections

A boundary correction usually corrects a minor drafting error and does not significantly change the shape of the boundary. Boundary corrections do not require documentation, but we may need to contact you for clarification.

This figure illustrates how to complete a boundary correction on the map and tribal BAS form. Using the enclosed red pencil provided, cross out the incorrect boundaries with a string of "Xs", add a line showing the correct boundary and print the letters "BC" as shown in the figure below, to identify the change as a boundary correction rather than a legal change.
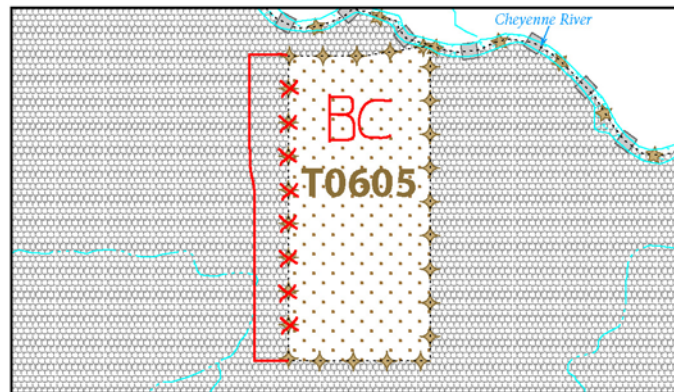
Example 2.2.5.1: Making a boundary correction

2.2.6 Tribal subdivision program procedures

Tribes may submit the boundaries for *one* type of administrative area within their reservation(s) and/or off-reservation trust land for inclusion into the Census Bureau's geographic database. The Census Bureau will consider any type of unit of self-government or administration as a "tribal subdivision." If submitted, tribal subdivisions should cover all or most, of the tribe's reservation or off-reservation trust land.

Tribes that delineated tribal subdivisions during earlier BAS cycles may review and correct names, type and status of subdivisions in the Tribal Names and Status Documentation section of the BAS-5 form (see the last two pages of your BAS-5 form). Additionally, tribes should review the information shown on the maps and note any needed change or correction to their tribal subdivision's boundaries.

The tribe may submit only one type of subdivision, even if it has more than one type of distinct administrative area that could qualify as a tribal subdivision (e.g., tribal election districts, tribal water districts, or health service areas with different boundaries). Tribal subdivisions can be considered either active (A) or inactive (I). Active subdivisions are defined as having a functioning government, with elected officials, that provides programs and services. Inactive subdivisions have no functioning government or elected officials and receive services solely from the tribe.

You will have an opportunity to delineate unincorporated population centers (Census Designated Places) within your reservation during the upcoming 2010 Decennial Tribal Statistical Area Programs (TSAP). These should not be delineated as tribal subdivisions. Some examples of areas submitted as tribal subdivisions are:

- Areas used by your tribe for the election of tribal government officials (e.g., districts or precincts used for the election of tribal council members)

- Areas used by your tribal government for tax purposes

- Areas used by your tribal government for the provision of general services or specified services, such as:

  o water districts
  o health service areas
  o emergency service delivery areas (e.g., 911, fire, and/or police), or
  o grazing districts or range units

- Historical or traditional areas recognized by your tribal government

- Sub-reservation tribal community governments

The Census Bureau requests that you add and/or revise your tribal subdivision boundaries on the BAS map(s) and complete the forms enclosed within this package. (If a full set of BAS maps has not been sent, please request them by calling your Regional Census Center.[2]) If your tribe delineated tribal subdivisions during a prior survey, tribal subdivision boundaries are symbolized on the enclosed BAS maps by a solid blue line. Before you add/or revise your tribal subdivision boundaries on the enclosed map(s), please note any changes to the boundary of your land base on the map(s) using the enclosed red pencil. Add and/or revise the boundaries of your tribal subdivisions on the enclosed BAS map(s) using the enclosed blue pencil. Additionally, the names and type (active or inactive) of your subdivisions are listed in the Tribal Names and Status Documentation section of the BAS-5 form. Please review and update this information.

If this is the first time you are providing tribal subdivisions, please add the boundaries on the BAS map(s) using the enclosed blue pencil. You must label each tribal subdivision on each map sheet with its name (e.g., "District 3," "Arlee District," "White Rock Chapter," "Parmelee Community," and so forth) and record the names, type, and status of each in the Tribal Names and Status Documentation section of the BAS-5 form. Examples of the tribal subdivisions include, but are not limited to: chapters, communities, districts, segments, and villages. If a tribal subdivision boundary follows a visible feature such as a stream, road, or fence line, please be sure to indicate that on BAS map. Add the visible feature it follows if it is not already shown.

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[2] See Appendix 3 for Regional Census Center contact information.

If you have any questions, please contact your Census Bureau Regional Office's Geography staff at the telephone number shown on your enclosed BAS-5 form.

The following is a list of the criteria for defining tribal subdivisions:
- Tribal subdivisions should cover all, or most, of the tribe's land base.
- The delineation of tribal subdivisions is restricted to the area contained within your reservation(s) and/or associated off-reservation trust lands.
- There is no minimum population threshold for a tribal subdivision.
- A tribal subdivision may be discontiguous.
- Your tribe may designate only ONE type of tribal subdivision. If your tribe has more than one level of tribal subdivisions within its land base, the Census Bureau recommends delineating subdivisions corresponding to the lowest geographic level (i.e., those geographic areas containing the smallest area) of the tribe's administrative hierarchy.
- Tribal subdivisions should not be based solely on land ownership or other cadastral areas, nor should they consist of divisions based on the U.S. public land survey system of townships, ranges, and sections, if these areas have no governmental or administrative function for your tribe.

If you have any questions or need to request additional maps, please contact your Regional Office's Geography staff at the telephone number shown on your enclosed BAS-5 form.
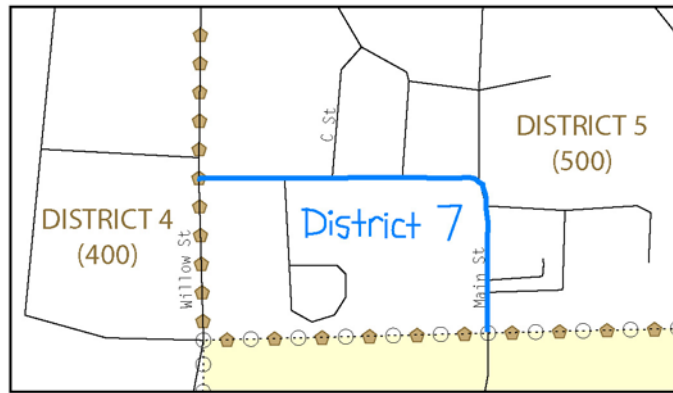
Example 2.2.6.1: Depicting a tribal subdivision

OFFICIAL NAME OF TRIBAL SUBDIVISION	TYPE	STATUS CHANGES						EFFECTIVE DATE
If the official name shown has **changed**: • Please draw a line through it, • print the correct name above it, and • enter the date the change was effective in column (8). If the name is **misspelled**: • Please correct the spelling only. • Do not enter a date in column (8).	Is this an active **[A]** or inactive **[I]** subdivision? (see definitions above) If type shown is **incorrect**: • Draw a line through it, • enter the correct type above it, and • enter the date the change was effective in column (8), if applicable.	If changes in status have occurred: mark (X) in the appropriate column and enter the effective date in column (8).						
		New subdivision	Deleted subdivision	Subdivision never existed	Legal boundary change	Boundary correction		Month/ Day/Year
(1)	(2)	(3)	(4)	(5)	(6)	(7)		(8)
District 7	I	X						1/01/2008

Example 2.2.6.2: Recording a tribal subdivision on the tribal BAS form

2.2.7 Feature modifications

This figure illustrates how to make feature modifications that may or may not be coincident with a boundary. Using the purple pencil, you will cross out the incorrect feature location with "Xs". Draw the feature in the correct location, and print the name of the feature as shown in the figure below.
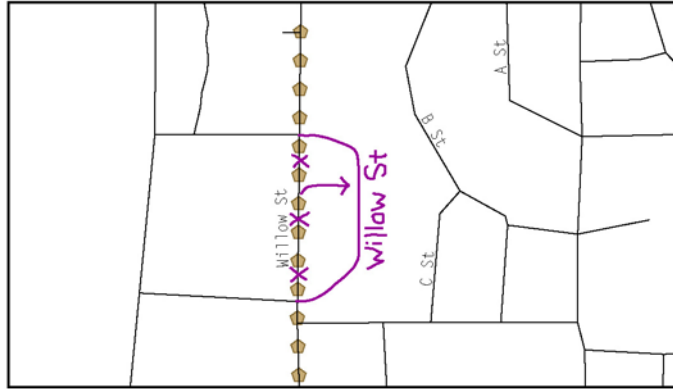
Example 2.2.7: Making a feature modification to a road that does not move the locations of the boundary.

If the feature was previously coincident with a boundary, this modification will not affect the location of the boundary. If you wish to move both the boundary and the feature, please refer to section 2.2.4.

Note that adding features internal to the boundary of your reservation or off-reservation trust land *is not required as part of the BAS*. This is also true for other features such as streams, point features or areal features.

2.2.8 Edits to street information

This figure illustrates how to add missing streets, new streets and alternate street names.

- When adding a missing street, new street, or other feature on the map, use the purple pencil to draw the feature and its name on the map, as shown in the figure below. "(Cty 5)" is the alternate name for "Willow Street".
- If you know an alternate street name, print the alternate in parentheses as shown in the following figure.
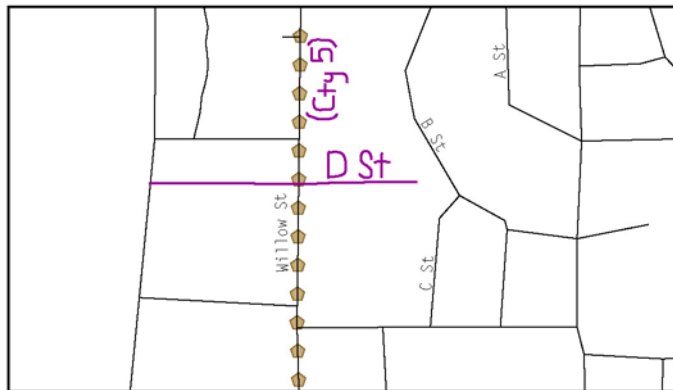
Example 2.2.8: Adding a road feature with annotation and an alternate road name

2.2.9 Adding feature names in a congested area

This figure illustrates how to add feature names to a congested area on the map. Using the purple pencil, draw the features onto the map. If the area is too congested to add all feature names on the map provided, number each feature and list this number and the corresponding feature name in the map margin or an uncongested spot close to the feature's actual location as shown in the following figure. Please do not repeat numbers on a map sheet.
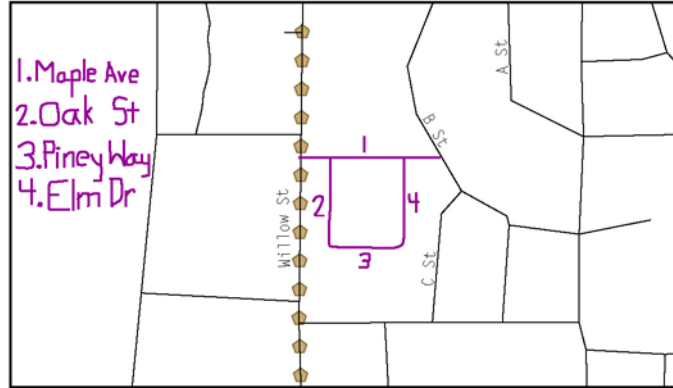
Example 2.2.9: Adding street name features in a congested area

2.2.10 Correcting feature location

This figure illustrates how to correct a feature location. Using the purple pencil, cross out the existing feature on the map, and draw the feature in the correct location. Draw an arrow pointing to the correct feature location. Label the feature with the feature's name.
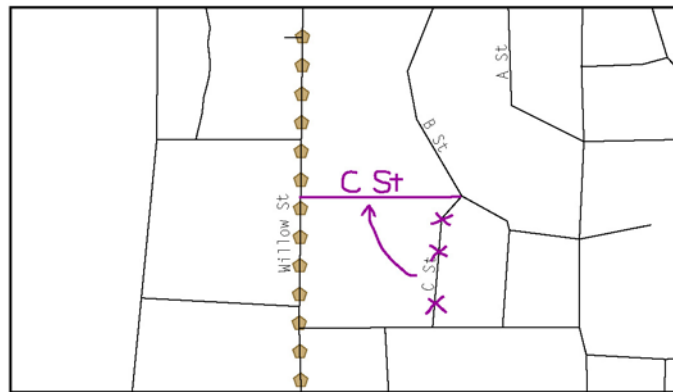
Example 2.2.10: Correcting the location of a street feature

2.2.11 Correcting feature name

This figure illustrates how to correct a feature name. Using the purple pencil, draw a line through the incorrect feature name. Print the correct feature name next to the original name as shown in the following figure.
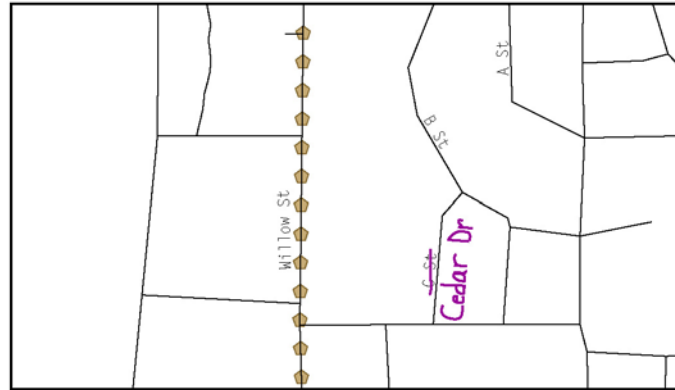
Example 2.2.11: Correcting a street feature name

2.2.12 Annotating address range breaks

Addresses are stored in the Census Bureau's spatial database as potential address ranges. The BAS maps show the break in the potential address range created where a street is bisected by a boundary. These address range breaks are shown because it is important that the Census Bureau assigns the correct addresses to each governmental unit. Since the BAS only corrects addresses at the boundary, the Census Bureau has other operations that are designed to collect address information (see "Address Information Update" in section 2.2).

If any of the following circumstances exist, use the purple pencil to add the address ranges on both ends of the street:

- A road where house numbers, street names and addresses were added or deleted
- Our depiction of your boundary was corrected
- A street was added that crosses a boundary
- Our depiction of the potential address range break at the location of the boundary is incorrect
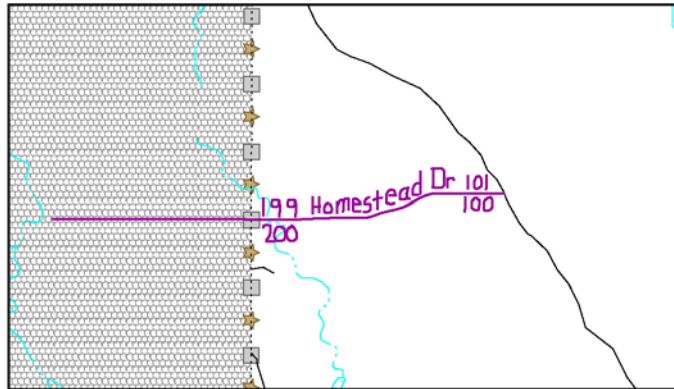
Example 2.2.12: Adding a street feature and annotating with the name and address breaks

2.2.13 Deleting a feature

This figure illustrates how to delete a feature. Delete only if a feature is nonexistent or if a street is impassable. Do not delete a street because your government is not responsible for maintaining it.

Using the purple pencil, mark the beginning and end of the base feature to be deleted with hatch (//) marks perpendicular to the feature as shown below. Cross out what is to be removed using a string of "Xs".
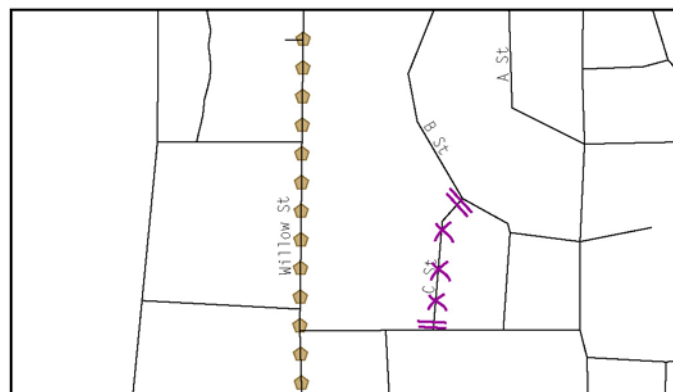
Example 2.2.13: Deleting a street feature

2.2.14 Adding a cul-de-sac or circle

This figure shows how to correctly represent a cul-de-sac or circle with illustrations of each symbol and corresponding aerial photographs. The photographs are provided to show the difference between cul-de-sacs and circles. A cul-de-sac is entirely paved, whereas a circle has an area of unpaved ground within it.

To add a cul-de-sac or circle, draw the feature using the purple pencil following one of the sketches below. Print the name of the associated street leading to the cul-de-sac or circle.
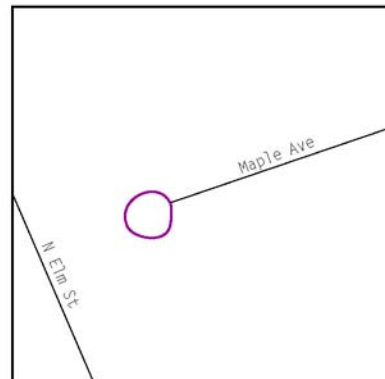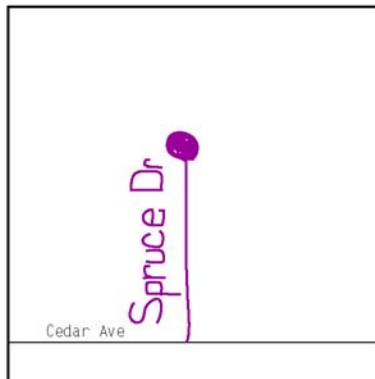
Example 2.2.14: Adding cul-de-sac and circle features with annotations

2.2.15 Unnamed roads

If you find unnamed road segments on the maps, please provide the road names, if known, using the purple pencil. If these are unnamed private roads, label them as "PR". Examples of private roads include driveways and unnamed roads in commercial or industrial parks (see figure 2.2.15).

Example 2.2.15: Adding named and unnamed road features with annotation

2.2.16 Designating a geographic corridor to a street feature

The Census Bureau geographically codes addresses based upon the centerline of the street. If this coding would result in addresses being assigned to the wrong entity, we recommend the creation of a geographic corridor. A geographic corridor is an area that only includes road surface and right-of-way and does not contain any structures addressed to either side of the road. There are two types of geographic corridors:

- An area where a road is not part of your reservation or off-reservation trust land
- An area where only the road belongs to your reservation or off-reservation trust land

The following figures illustrate how to represent a geographic corridor on your maps. To indicate a geographic corridor on your map, use the red pencil to draw a line on each side of the road. Mark the beginning and end of each line with perpendicular hatch marks. Write the letters "GC" beside each line. Please contact your Regional Census Center with any questions regarding corridors or offsets (see Appendix 3 for a list of Regional Census Centers).
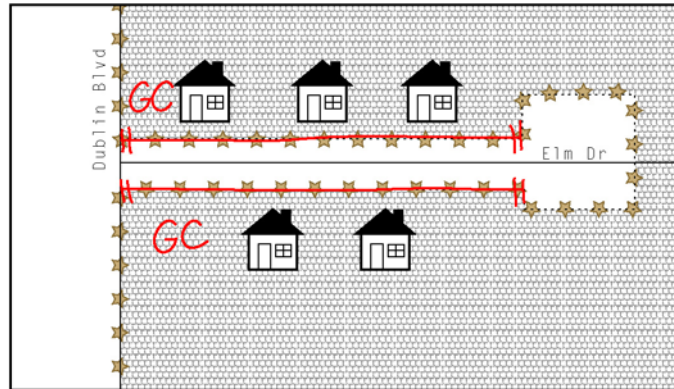
Example 2.2.16.1: When designating a geographic corridor to the north and south of a road that is not part of your reservation or off-reservation trust land, the addresses are moved from the non-reservation area to your reservation or off-reservation trust land.
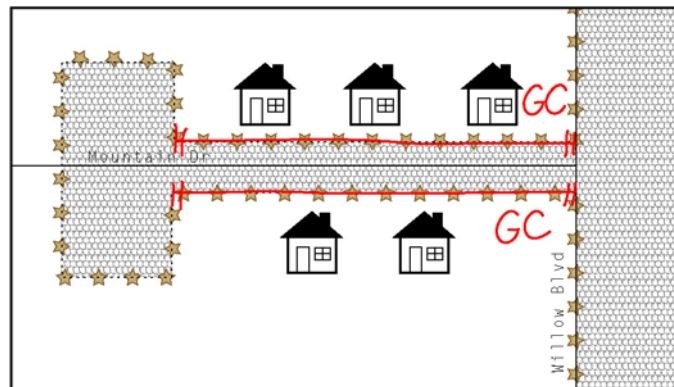
Example 2.2.16.2: When designating a geographic corridor to the north and south of a road that belongs to your reservation or off-reservation trust land, the addresses are moved from your area to the non-reservation area.

2.2.17 Designating a geographic offset to a street feature

A geographic offset is an area claimed by an entity that is only on one side of a road, includes the structures on both sides of the road and does not include any structures addressed to that side of the road. We geographically code addresses based on the street centerline.

Although we are aware that many governments base their legal boundaries on parcel-based, right-of-way mapping, the Census Bureau's maps are based on spatial data that is

topologically integrated, which makes the maintenance of offsets inefficient. For this reason, we request that you implement the Census Bureau's centerline representation of your boundary rather than providing an offset.

2.2.18 Inserting point and area features

These figures illustrate how to insert point and/or area features, including mountains and airports.   Using the purple pencil, draw the feature in the correct location, and print the name of the feature as shown in the figures below.
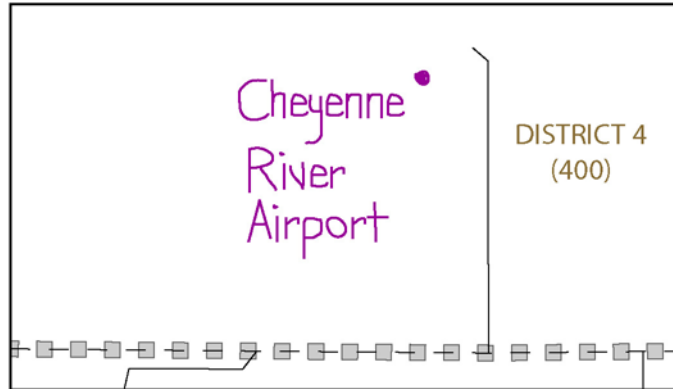
Example 2.2.18.1: Adding a point feature
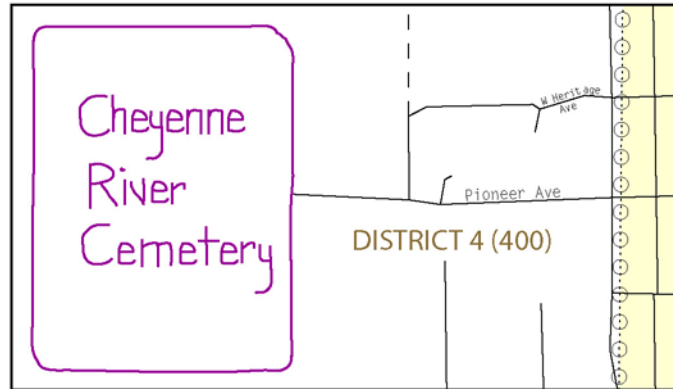
Example 2.2.18.2: Adding an area feature

3.0 Signing the Updated Maps

For each map sheet that has changes, fill in the Signature Box on each map sheet that you have updated:

- Print the date, your name, position and phone number
- Sign your name

Example 3.0: Completing the signature box on the map sheet

Use the postage-paid envelope included in your BAS package to return the signed and updated tribal maps and the BAS form to the Census Bureau. If after reviewing the tribal BAS forms and maps it is determined that you do not have any changes to report, sign the "No Change" postcard and return it to the Census Bureau.

Appendices

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Appendix 1: Paperwork Reduction Project

The Census Bureau estimates that the BAS review will take most respondents from 1 to 6 hours to complete. This includes the time needed to read the instructions, assemble materials, organize and review the information, and report any needed changes. This estimate is based on 80 percent of all areas having few or no changes. However, for areas with many changes it may take 20 hours or longer to complete the survey. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

Paperwork Project 0607-0151
U.S. Census Bureau
4600 Silver Hill Road
Room 3K138
Washington, DC 20233

Or you may e-mail comments to:

paperwork@census.gov

Note: use "Paperwork Project 0607-0151" as the subject.

Please include a copy of your message addressed to:

geo.bas@census.gov

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Appendix 2: AIA Names and Census Bureau Regional Offices

American Indian Areas / Census Bureau Regional Offices	
AIA Name	RCC
Big Cypress Reservation	*Atlanta*
Brighton Reservation	*Atlanta*
Coconut Creek Reservation	*Atlanta*
Fort Pierce Reservation	*Atlanta*
Hollywood Reservation	*Atlanta*
Immokalee Reservation	*Atlanta*
Miccosukee Reservation	*Atlanta*
Poarch Creek Reservation	*Atlanta*
Seminole (FL) Trust Land	*Atlanta*
Tampa Reservation	*Atlanta*
Allegany Reservation	*Boston*
Cattaraugus Reservation	*Boston*
Houlton Maliseet Trust Land	*Boston*
Indian Township Reservation	*Boston*
Mashantucket Pequot Reservation	*Boston*
Mohegan Reservation	*Boston*
Narragansett Reservation	*Boston*
Oil Springs Reservation	*Boston*
Oneida Nation Reservation	*Boston*
Onondaga Nation Reservation	*Boston*
Passamaquoddy Trust Land	*Boston*
Penobscot Reservation	*Boston*
Pleasant Point Reservation	*Boston*
St. Regis Mohawk Reservation	*Boston*
Tonawanda Reservation	*Boston*
Tuscarora Nation Reservation	*Boston*
Wampanoag-Aquinnah Trust Land	*Boston*
Catawba Reservation	*Charlotte*
Eastern Cherokee Reservation	*Charlotte*
Bad River Reservation	*Chicago*
Forest County Potawatomi Community	*Chicago*
Ho-Chunk Nation Reservation	*Chicago*
Lac Courte Oreilles Reservation	*Chicago*
Lac du Flambeau Reservation	*Chicago*
Menominee Reservation	*Chicago*
Oneida (WI) Reservation	*Chicago*
Red Cliff Reservation	*Chicago*
St. Croix Reservation	*Chicago*
Sokaogon Chippewa Community	*Chicago*
Stockbridge Munsee Community	*Chicago*
Menominee/Stockbridge-Munsee joint use area	*Chicago*
Alabama-Coushatta Reservation	*Dallas*
Chitimacha Reservation	*Dallas*

American Indian Areas / Census Bureau Regional Offices	
AIA Name	**RCC**
Coushatta Reservation	*Dallas*
Kickapoo (TX) Reservation	*Dallas*
Mississippi Choctaw Reservation	*Dallas*
Tunica-Biloxi Reservation	*Dallas*
Ysleta Del Sur Pueblo	*Dallas*
Acoma Pueblo	*Denver*
Battle Mountain Reservation	*Denver*
Blackfeet Indian Reservation	*Denver*
Campbell Ranch	*Denver*
Carson Colony	*Denver*
Cheyenne River Sioux Indian Reservation	*Denver*
Cochiti Pueblo	*Denver*
Cocopah Reservation	*Denver*
Colorado River Indian Reservation	*Denver*
Crow Reservation	*Denver*
Crow Creek Reservation	*Denver*
Dresslerville Colony	*Denver*
Duck Valley Reservation	*Denver*
Duckwater Reservation	*Denver*
Elko Colony	*Denver*
Ely Reservation	*Denver*
Fallon Paiute-Shoshone Colony	*Denver*
Fallon Paiute-Shoshone Reservation	*Denver*
Flandreau Reservation	*Denver*
Flathead Reservation	*Denver*
Fort Apache Reservation	*Denver*
Fort Belknap Reservation	*Denver*
Fort Berthold Reservation	*Denver*
Fort McDermitt Indian Reservation	*Denver*
Fort McDowell Yavapai Nation Reservation	*Denver*
Fort Mojave Reservation	*Denver*
Fort Peck Indian Reservation	*Denver*
Gila River Indian Reservation	*Denver*
Goshute Reservation	*Denver*
Havasupai Reservation	*Denver*
Hopi Reservation	*Denver*
Hualapai Indian Reservation	*Denver*
Isleta Pueblo	*Denver*
Jemez Pueblo	*Denver*
Jicarilla Apache Nation Reservation	*Denver*
Kaibab Indian Reservation	*Denver*
Laguna Pueblo	*Denver*
Lake Traverse Reservation	*Denver*
Las Vegas Indian Colony	*Denver*
Lovelock Indian Colony	*Denver*

American Indian Areas / Census Bureau Regional Offices	
AIA Name	RCC
Lower Brule Reservation	*Denver*
Maricopa (Ak Chin) Indian Reservation	*Denver*
Mescalero Reservation	*Denver*
Moapa River Indian Reservation	*Denver*
Nambe Pueblo	*Denver*
Navajo Nation Reservation	*Denver*
Northern Cheyenne Indian Reservation	*Denver*
Northwestern Shoshoni Reservation	*Denver*
Ohkay Owingeh	*Denver*
Omaha Reservation	*Denver*
Paiute (UT) Reservation	*Denver*
Pascua Pueblo Yaqui Reservation	*Denver*
Picuris Pueblo	*Denver*
Pine Ridge Reservation	*Denver*
Ponca (NE) Trust Land	*Denver*
Pueblo of Pojoaque	*Denver*
Pyramid Lake Reservation	*Denver*
Reno-Sparks Indian Colony	*Denver*
Rocky Boy's Reservation	*Denver*
Rosebud Indian Reservation	*Denver*
Salt River Reservation	*Denver*
San Carlos Reservation	*Denver*
Sandia Pueblo	*Denver*
San Felipe Pueblo	*Denver*
San Ildefonso Pueblo	*Denver*
Santa Ana Pueblo	*Denver*
Santa Clara Pueblo	*Denver*
Santee Reservation	*Denver*
Santo Domingo Pueblo	*Denver*
Skull Valley Reservation	*Denver*
Southern Ute Reservation	*Denver*
South Fork Reservation	*Denver*
Spirit Lake Reservation	*Denver*
Standing Rock Reservation	*Denver*
Stewart Community	*Denver*
Summit Lake Reservation	*Denver*
Taos Pueblo	*Denver*
Tesuque Pueblo	*Denver*
Tohono O'odham Nation Reservation	*Denver*
Tonto Apache Reservation	*Denver*
Turtle Mountain Reservation	*Denver*
Uintah and Ouray Reservation	*Denver*
Ute Mountain Reservation	*Denver*
Walker River Reservation	*Denver*
Washoe Trust Land	*Denver*

American Indian Areas / Census Bureau Regional Offices	
AIA Name	RCC
Wells Colony	*Denver*
Wind River Reservation	*Denver*
Winnebago Reservation	*Denver*
Winnemucca Indian Colony	*Denver*
Woodfords Community	*Denver*
Yankton Reservation	*Denver*
Yavapai-Apache Nation Reservation	*Denver*
Yavapai-Prescott Reservation	*Denver*
Yerington Colony	*Denver*
Yomba Reservation	*Denver*
Zia Pueblo	*Denver*
Zuni Reservation	*Denver*
San Felipe/Santa Ana joint use area	*Denver*
San Felipe/Santo Domingo joint use area	*Denver*
Bay Mills Reservation	*Detroit*
Grand Traverse Reservation	*Detroit*
Hannahville Indian Community	*Detroit*
Huron Potawatomi Reservation	*Detroit*
Isabella Reservation	*Detroit*
Lac Vieux Desert Reservation	*Detroit*
L'Anse Reservation	*Detroit*
Little River Reservation	*Detroit*
Little Traverse Bay Reservation	*Detroit*
Pokagon Reservation	*Detroit*
Ontonagon Reservation	*Detroit*
Sault Ste. Marie Reservation	*Detroit*
Bois Forte Reservation	*Kansas City*
Fond du Lac Reservation	*Kansas City*
Grand Portage Reservation	*Kansas City*
Iowa (KS-NE) Reservation	*Kansas City*
Kickapoo (KS) Reservation	*Kansas City*
Leech Lake Reservation	*Kansas City*
Lower Sioux Indian Community	*Kansas City*
Mille Lacs Reservation	*Kansas City*
Minnesota Chippewa Trust Land	*Kansas City*
Osage Reservation	*Kansas City*
Prairie Band of Potawatomi Nation Reservation	*Kansas City*
Prairie Island Indian Community	*Kansas City*
Red Lake Reservation	*Kansas City*
Sac and Fox/Meskwaki Settlement	*Kansas City*
Sac and Fox Nation (KS-NE) Reservation	*Kansas City*
Sandy Lake Reservation	*Kansas City*
Shakopee Mdewakanton Sioux Community	*Kansas City*
Upper Sioux Community	*Kansas City*
White Earth Reservation	*Kansas City*

American Indian Areas / Census Bureau Regional Offices	
AIA Name	RCC
Kickapoo (KS)/Sac and Fox Nation (KS-NE) joint use area	*Kansas City*
Agua Caliente Indian Reservation	*Los Angeles*
Augustine Reservation	*Los Angeles*
Barona Reservation	*Los Angeles*
Big Pine Reservation	*Los Angeles*
Big Sandy Rancheria	*Los Angeles*
Bishop Reservation	*Los Angeles*
Cabazon Reservation	*Los Angeles*
Cahuilla Reservation	*Los Angeles*
Campo Indian Reservation	*Los Angeles*
Capitan Grande Reservation	*Los Angeles*
Chemehuevi Reservation	*Los Angeles*
Cold Springs Rancheria	*Los Angeles*
Ewiiaapaayp Reservation	*Los Angeles*
Fort Independence Reservation	*Los Angeles*
Fort Yuma Indian Reservation	*Los Angeles*
Inaja and Cosmit Reservation	*Los Angeles*
Jamul Indian Village	*Los Angeles*
La Jolla Reservation	*Los Angeles*
La Posta Indian Reservation	*Los Angeles*
Lone Pine Reservation	*Los Angeles*
Los Coyotes Reservation	*Los Angeles*
Manzanita Reservation	*Los Angeles*
Mesa Grande Reservation	*Los Angeles*
Morongo Reservation	*Los Angeles*
North Fork Rancheria	*Los Angeles*
Pala Reservation	*Los Angeles*
Pauma and Yuima Reservation	*Los Angeles*
Pechanga Reservation	*Los Angeles*
Picayune Rancheria	*Los Angeles*
Ramona Village	*Los Angeles*
Rincon Reservation	*Los Angeles*
San Manuel Reservation	*Los Angeles*
San Pasqual Reservation	*Los Angeles*
Santa Rosa Rancheria	*Los Angeles*
Santa Rosa Reservation	*Los Angeles*
Santa Ynez Reservation	*Los Angeles*
Santa Ysabel Reservation	*Los Angeles*
Soboba Reservation	*Los Angeles*
Sycuan Reservation	*Los Angeles*
Table Mountain Rancheria	*Los Angeles*
Timbi-Sha Shoshone Reservation	*Los Angeles*
Torres-Martinez Reservation	*Los Angeles*
Tule River Reservation	*Los Angeles*
Twenty-Nine Palms Reservation	*Los Angeles*

American Indian Areas / Census Bureau Regional Offices	
AIA Name	RCC
Viejas Reservation	*Los Angeles*
Alturas Indian Rancheria	*Seattle*
Annette Island Reserve	*Seattle*
Auburn Rancheria	*Seattle*
Benton Paiute Reservation	*Seattle*
Berry Creek Rancheria	*Seattle*
Big Bend Rancheria	*Seattle*
Big Lagoon Rancheria	*Seattle*
Big Valley Rancheria	*Seattle*
Blue Lake Rancheria	*Seattle*
Bridgeport Reservation	*Seattle*
Burns Paiute Indian Colony	*Seattle*
Cedarville Rancheria	*Seattle*
Celilo Village	*Seattle*
Chehalis Reservation	*Seattle*
Chicken Ranch Rancheria	*Seattle*
Coeur d'Alene Reservation	*Seattle*
Colusa Rancheria	*Seattle*
Colville Reservation	*Seattle*
Coos, Lower Umpqua, and Siuslaw Reservation	*Seattle*
Coquille Reservation	*Seattle*
Cortina Indian Rancheria	*Seattle*
Cow Creek Reservation	*Seattle*
Coyote Valley Reservation	*Seattle*
Dry Creek Rancheria	*Seattle*
Elk Valley Rancheria	*Seattle*
Enterprise Rancheria	*Seattle*
Fort Bidwell Reservation	*Seattle*
Fort Hall Reservation	*Seattle*
Grand Ronde Community	*Seattle*
Greenville Rancheria	*Seattle*
Grindstone Indian Rancheria	*Seattle*
Guidiville Rancheria	*Seattle*
Hoh Indian Reservation	*Seattle*
Hoopa Valley Reservation	*Seattle*
Hopland Rancheria	*Seattle*
Jackson Rancheria	*Seattle*
Jamestown S'Klallam Reservation	*Seattle*
Kalispel Reservation	*Seattle*
Karuk Reservation	*Seattle*
Klamath Reservation	*Seattle*
Kootenai Reservation	*Seattle*
Laytonville Rancheria	*Seattle*
Likely Rancheria	*Seattle*
Lookout Rancheria	*Seattle*

American Indian Areas / Census Bureau Regional Offices	
AIA Name	RCC
Lower Elwha Reservation	*Seattle*
Lummi Reservation	*Seattle*
Lytton Rancheria	*Seattle*
Makah Indian Reservation	*Seattle*
Manchester-Point Arena Rancheria	*Seattle*
Middletown Rancheria	*Seattle*
Montgomery Creek Rancheria	*Seattle*
Mooretown Rancheria	*Seattle*
Muckleshoot Reservation	*Seattle*
Nez Perce Reservation	*Seattle*
Nisqually Reservation	*Seattle*
Nooksack Reservation	*Seattle*
Pakenta Rancheria	*Seattle*
Pinoleville Rancheria	*Seattle*
Pit River Trust Land	*Seattle*
Port Gamble Reservation	*Seattle*
Port Madison Reservation	*Seattle*
Puyallup Reservation	*Seattle*
Quartz Valley Reservation	*Seattle*
Quileute Reservation	*Seattle*
Quinault Reservation	*Seattle*
Redding Rancheria	*Seattle*
Redwood Valley Rancheria Reservation	*Seattle*
Resighini Rancheria	*Seattle*
Roaring Creek Rancheria	*Seattle*
Robinson Rancheria	*Seattle*
Rohnerville Rancheria	*Seattle*
Round Valley Reservation	*Seattle*
Rumsey Indian Rancheria	*Seattle*
Sauk-Suiattle Reservation	*Seattle*
Sherwood Valley Rancheria	*Seattle*
Shingle Springs Rancheria	*Seattle*
Shoalwater Bay Indian Reservation	*Seattle*
Siletz Reservation	*Seattle*
Skokomish Reservation	*Seattle*
Smith River Rancheria	*Seattle*
Snoqualmie Reservation	*Seattle*
Spokane Reservation	*Seattle*
Squaxin Island Reservation	*Seattle*
Stewarts Point Rancheria	*Seattle*
Stillaguamish Reservation	*Seattle*
Sulphur Bank Rancheria	*Seattle*
Susanville Indian Rancheria	*Seattle*
Swinomish Reservation	*Seattle*
Table Bluff Reservation	*Seattle*

American Indian Areas / Census Bureau Regional Offices	
AIA Name	RCC
Trinidad Rancheria	*Seattle*
Tulalip Reservation	*Seattle*
Tuolumne Rancheria	*Seattle*
Umatilla Reservation	*Seattle*
Upper Lake Rancheria	*Seattle*
Upper Skagit Reservation	*Seattle*
Warm Springs Reservation	*Seattle*
XL Ranch	*Seattle*
Yakama Nation Reservation	*Seattle*
Yurok Reservation	*Seattle*

Appendix 3: Regional Census Centers - Contact Information

	Atlanta Regional Census Center 285 Peachtree Center Avenue NE Marquis II Tower, Suite 1000 Atlanta, GA 30303-1230 (404) 332-2711 FAX: (404) 331-1570 E-mail: atlanta.geography@census.gov	Detroit Regional Census Center 300 River Place Drive, Suite 2950 Detroit, MI 48207 (313) 396-5002 Fax: (313) 879-2933 E-mail: detroit.geography@census.gov	
	Boston Regional Census Center One Beacon Street, 7th Floor Boston, MA 02108-3107 (617) 223-3600 FAX: (857) 362-9380 Email: boston.geography@census.gov	Kansas City Regional Census Center 2001 NE 46th Street, Suite LL100 Kansas City, MO 64116-2051 (816) 994-2020 Fax: (816) 298-9614 E-mail: kansas.city.geography@census.gov	
	Charlotte Regional Census Center 3701 Arco Corporate Dr, Suite 250 Charlotte, NC 28273 (704) 936-4200 Fax: (704) 909-6714 E-mail: charlotte.geography@census.gov	Los Angeles Regional Census Center 9301 Corbin Avenue, Suite 1000 Northridge, CA 91324-2406 (818) 717-6701 Fax: (818) 435-6314 E-mail: los.angeles.geography@census.gov	
	Chicago Regional Census Center 500 West Madison Street, Ste. 1600 Chicago, IL 60661-4555 (312) 454-2705 Fax: (312) 448-1510 E-mail: chicago.geography@census.gov	New York Regional Census Center 330 West 34th Street, 13th Floor New York, NY 10001-2406 (212) 971-8800 Fax: (212) 233-2410 E-mail: new.york.rcc.geography@census.gov	
	Dallas Regional Census Center 2777 N Stemmons Freeway, Ste 200 Dallas, TX 75207-2514 (214) 267-6920 Fax: (972) 755-3705 E-mail: dallas.geography@census.gov	Philadelphia Regional Census Center 1234 Market Street, Suite 340 Philadelphia, PA 19107-3780 (215) 717-1000 Fax: (215) 717-8001 E-mail: philadelphia.geography@census.gov	
	Denver Regional Census Center 6950 W. Jefferson Avenue, Ste. 250 Lakewood, CO 80235-2032 (720) 475-3600 Fax: (720) 897-6415 E-mail: denver.rcc.geography@census.gov	Seattle Regional Census Center Campus 1, Building E 19820 N Creek Parkway N, Suite 100 Bothell, WA 98011 (425) 908-3010 Fax (425) 318-1424 E-mail: seattle.geography@census.gov	

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Additional Copy of BAS-5 Form, Documentation of Changes, American Indian Areas and Off-Reservation Trust Lands

Documentation of Changes
AMERICAN INDIAN RESERVATIONS AND OFF-RESERVATION TRUST LAND

American Indian reservation/off-reservation trust land name

BAS ID		CENSUS CODE		CODE	

Please follow the instructions below and review the preprinted entries for correctness and completeness. Print in the space provided the information requested for all additions, deletions and other changes that have occurred during the previous year.

Instructions for Entering Data in Columns

(1) Change – Enter **A** for additions, **D** for deletions, **B** for boundary corrections, or **O** for other changes.

(2) Authorization (Type) – Enter the authorization **type.** (**A** = Act of Congress, Statute, or Federal Law. **C** = Federal Court decision, **D** = Deed placing land into trust, and **N** = Federal Register notice or notice published in a local newspaper by the federal government, or **X** = Other)

(3) Authorization (Identifying Number) – Enter the identifying **number** for the change you are reporting.

(4) Date – Enter the *effective* date of the change. (**Month, day, year**)

(5) Land – Enter the **type of land** added. (R = reservation or T = off-reservation trust land)

(6) County/Equivalent – Enter the **name of the county or equivalent area** in which the change occurred.

(7) Area – Enter the **estimated size** (in tenths of acres) of the addition, deletion or other change.

Change Type A/D/B/O (1)	Authorization		Date Month/Day Year (4)	Land Type R/T (5)	County/Equivalent Name (6)	Area Acres (Tenths) (7)
	Type A/C/D/N/X (2)	Identifying Number (If any) (3)				

If additional space is needed, please use the BAS-5 "Documentation of Changes" form found in the BAS Respondent Guide.

FORM BAS-5 (4-14-2008)

**Additional Copy of BAS-5 Form,
Tribal Names and Status Documentation,
American Indian Areas and Off-Reservation Trust Lands**

Tribal Names and Status Documentation – *Continued*
TRIBAL SUBDIVISIONS

American Indian reservation/off-reservation trust land name

BAS ID		CENSUS CODE		CODE	

OFFICIAL NAME OF TRIBAL SUBDIVISION	TYPE	STATUS CHANGES					EFFECTIVE DATE
If the name shown has **changed** — • Please draw a line through it, • Print the correct name above it, and • Enter the date the change was effective in column (8). If the name is **mispelled** — • Please correct the spelling only. • Do not enter a date in column (8).	Is this an active [**A**] or inactive [**I**] subdivision? (See definitions above.) If the type shown is incorrect — • Please draw a line through it, • Print the correct type above it, and • Enter the date the change was effective in column (8). if applicable	If changes in status have occurred *mark (X) the appropriate column and enter the effective date in column (8).*					*Month, day, year*
		New subdivision	Deleted subdivision	Subddivision never existed	Legal boundary change	Boundary correction	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

FORM BAS-5 (4-14-2008)

Address Source Information Worksheet

Entity Name _____

Title of Source _____

Publisher of the Source _____

Publication Date _____

Type of Source (paper, digital file, internet, etc) _____

Additional Information _____

Source Contact Information

Please provide the contact information of where the source can be obtained.

Name _____

Phone Number _____

Address _____

_____

_____

Email Address _____

Other _____

Source Evaluation Checklist

	YES	NO
Does the source contain the names and addresses for all street features affected by the boundary?		
Does the source contain address range breaks where the streets intersect or meet with the boundary?		
Does the source show which sides of the streets contain the even and odd addresses?		
Are there other current map and address reference sources available for use by the Census Bureau?		