

## 2010 BAS Letter Types

ID	Description
<b><u>BAS-9L</u></b>	<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 sent in January of each year.
<b><u>BAS-10L</u></b>	<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 sent in January of each year.
<b><u>BAS-11L</u></b>	<b>AIA 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 Tribal Chair. This letter will be sent in January of each year.
BAS-12PC	<b>Non-AIA 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 sent in January of each year.
BAS-13PC	<b>Follow-up Post Card</b> will be sent out in January 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 in January for years ending in 09, 00, Feb. other years..
BAS-14PC	<b>AIA 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 in January of each year.
BAS-15I	<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 sent in January of each year.
BAS-15IAIA	<b>BAS Response Methods and Materials Insert- AIA</b> will be sent with each package to guide the government through what materials should be in their package. This insert will be sent in January of each year
BAS-16IBVP	<b>Boundary Validation Program Insert</b> will be sent to each government a few weeks before the BVP packages are sent in December
BAS-17L	<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 of each year.
BAS-18L	<b>Consolidated County Sign-up Letter</b> along with the BAS Survey Form 6 is sent to the person who responds to BAS-17L. This letter will be used upon receipt of request to participate.
<b><u>BAS-19L</u></b>	<b>Consolidated County Package Letter</b> along with the BAS Survey Form 2 will be sent to the BAS contact designated through the agreement. This letter will be sent in January of each year.
<b><u>BAS-20L</u></b>	<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 sent in January of each year and December for years ending in 09, 00
BAS-21L	<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 sent in January of each year and December for years ending in 09, 00.
BAS-22I	<b>Important Information about Adding Missing Streets</b> – Street update do's and don'ts included in 2010 package

**BAS-9(L)  
(7-2009)**



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

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**. This voluntary survey is an important 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. The Census Bureau will use the boundary information you provide to report data from the 2010 Census and estimates from other programs and surveys, such as the Population Estimates Program (PEP) and the American Community Survey (ACS).

Please review your county boundary for accuracy, and also your 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 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 you are only required to provide us this legal documentation. The Census Bureau will not mail BAS materials to the indicated entities 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 response method that your county previously requested. Note that if no response method was chosen, you will receive paper materials. 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 **March 1** will be included in this year's boundary delivery for the PEP and the ACS. If the Census Bureau receives your updates after **March 1**, we will attempt to include these updates 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, or visit our Web site at <http://www.census.gov/geo/www/bas/bashome.html>.

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,

Robert M. Groves  
Director

Enclosures

**BAS-10(L)**  
**(7-2009)**



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

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The enclosed checklist contains information about the materials in your BAS package. These materials reflect the response method that your jurisdiction previously requested. Note that if no response method was chosen, you will receive paper materials. 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 at  
<<http://www.census.gov/geo/www/bas/bashome.html>>.

All changes received by **March 1** will be included in this year's boundary delivery for the PEP and the ACS. If the Census Bureau receives your updates after **March 1**, we will attempt to include these updates 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>**, telephone at 1-800-972-5651, or visit our Web site at  
<<http://www.census.gov/geo/www/bas/bashome.html>>.

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,

A handwritten signature in black ink that reads "Robert M. Groves".

Robert M. Groves  
Director

Enclosures

**BAS-11(L)**  
**(7-2009)**



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

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 land, and tribal subdivisions within the United States effective on or before **January 1**. This voluntary survey is an important opportunity for you to ensure that we have your correct boundary and legal name. The Census Bureau will use the boundary information you provide to report data from the 2010 Census and the American Community Survey (ACS).

The enclosed checklist contains information about the materials in your BAS package, as well as how to change your response method. Information describing how to update the enclosed materials is available in the BAS Tribal Respondent Guide. This information is also provided on the BAS Web site at <<http://www.census.gov/geo/www/bas/bashome.html>>.

All changes received by **March 1** will be included in this year's boundary delivery for the ACS. If the Census Bureau receives your updates after **March 1**, we will attempt to include these updates 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 second page of your BAS-5 form or in the BAS Tribal Respondent Guide.

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

Sincerely,

A handwritten signature in black ink that reads "Robert M. Groves".

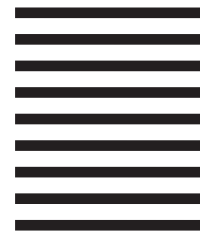
Robert M. Groves  
Director

Enclosures

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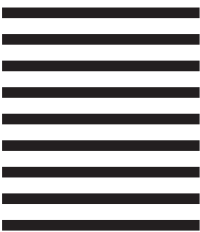
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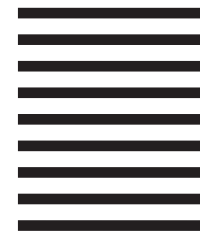
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## 2010 Boundary and Annexation Survey (BAS)

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 five days. As an alternative, you may choose to provide this information on our Web site 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, position, 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,



Robert M. Groves  
Director

**U.S. DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
1201 East 10th Street  
Jeffersonville IN 47132-0001  
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## 2010 Boundary and Annexation Survey (BAS)

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 **March 1**.

If you have no changes to report, please return the "NO CHANGE" post card by mail, send an e-mail message to <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, or visit the our Web site at <<http://www.census.gov/geo/www/bas/bashome.html>>.

All changes received by **March 1** 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 after **March 1**, we will attempt to include these updates in your BAS materials next year.

Please disregard this reminder if you have already responded. 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)>.

Sincerely,



Robert M. Groves  
Director



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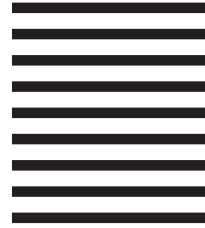


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## 2010 Boundary and Annexation Survey (BAS)

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

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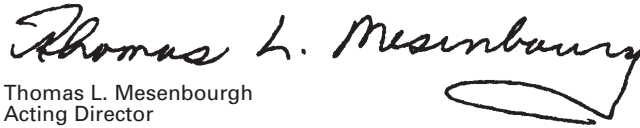
Print name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

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

Sincerely,



Thomas L. Mesenbaurgh  
Acting Director

BAS-14PC(LA) (2010)

## 2010 Boundary and Annexation Survey (BAS)

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U.S. CENSUS BUREAU

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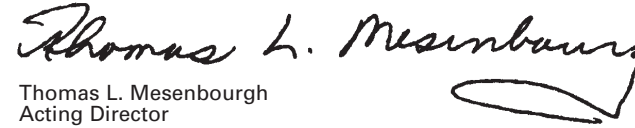
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Position \_\_\_\_\_ Date \_\_\_\_\_

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Sincerely,



Thomas L. Mesenbaurgh  
Acting Director

BAS-14PC(LA) (2010)

## 2010 Boundary and Annexation Survey (BAS)

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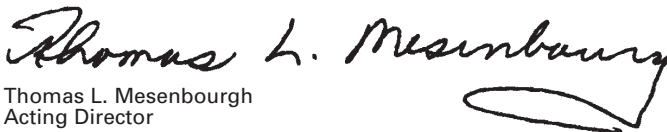
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Position \_\_\_\_\_ Date \_\_\_\_\_

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Sincerely,



Thomas L. Mesenbaurgh  
Acting Director

BAS-14PC(LA) (2010)

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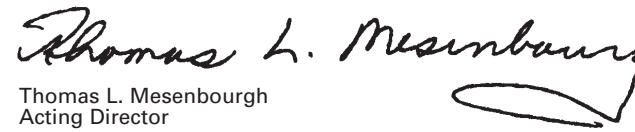
Print name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

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Sincerely,



Thomas L. Mesenbaurgh  
Acting Director

BAS-14PC(LA) (2010)

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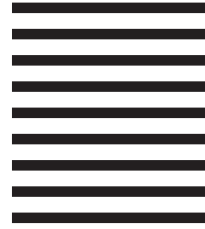


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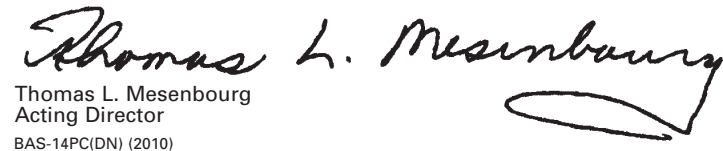
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Position \_\_\_\_\_ Date \_\_\_\_\_

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Thomas L. Mesenbourg  
Acting Director  
BAS-14PC(DN) (2010)

**2010 Boundary and Annexation Survey (BAS)**

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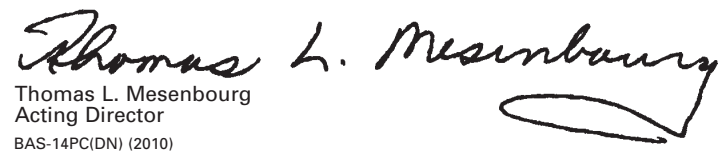
Print name \_\_\_\_\_

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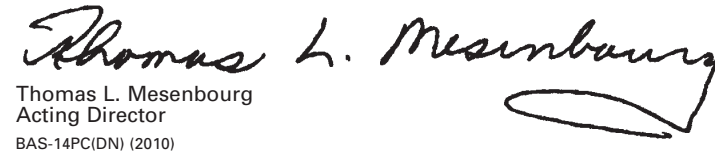
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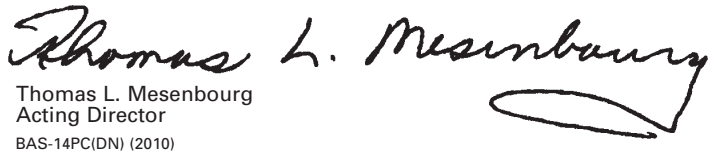
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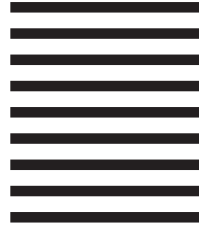
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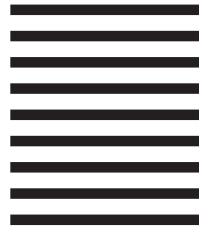
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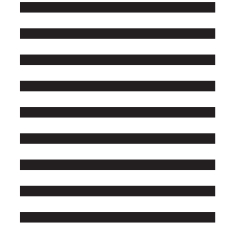
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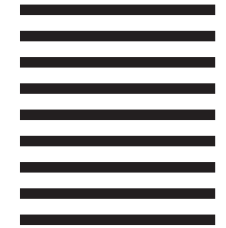
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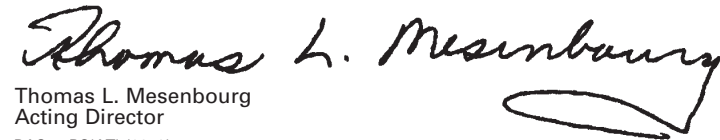
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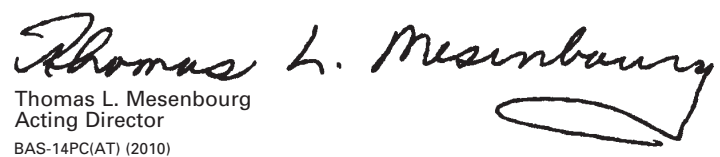
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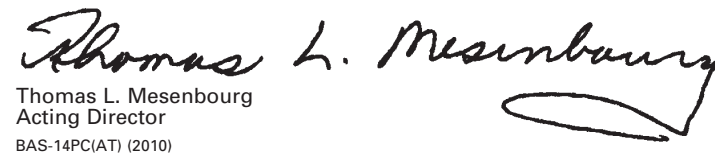
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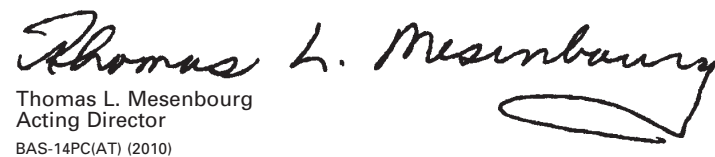
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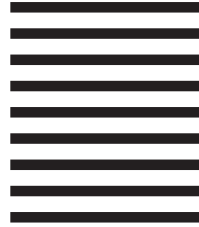
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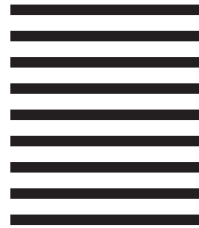
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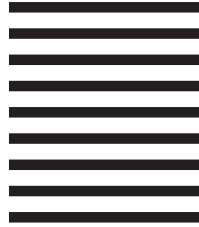
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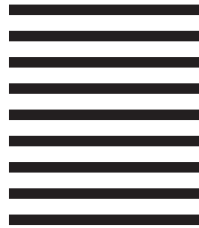
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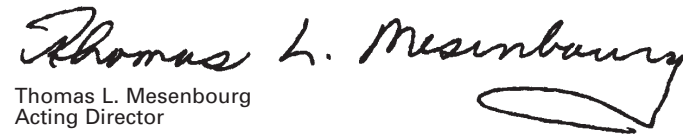
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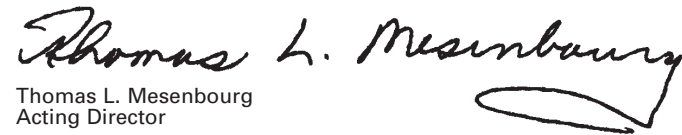
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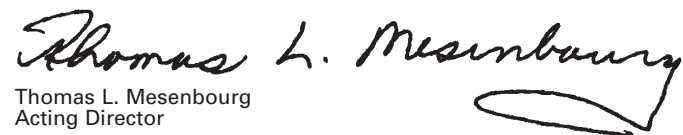
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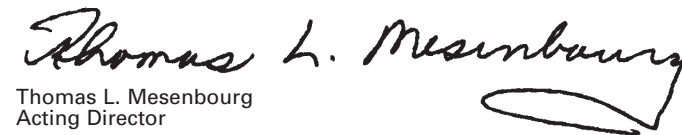
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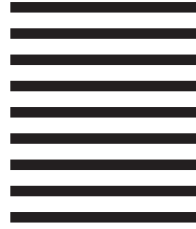
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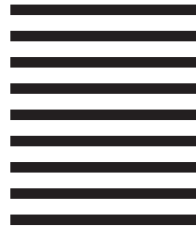
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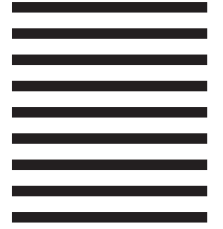
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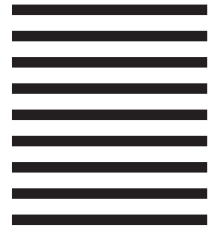
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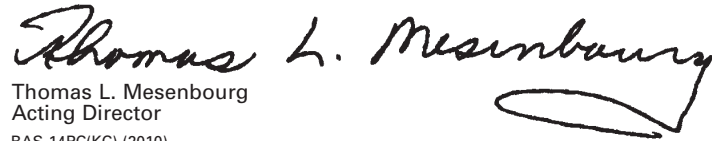
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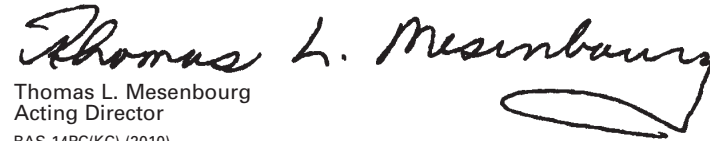
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Sincerely,



Thomas L. Mesenbourg  
Acting Director

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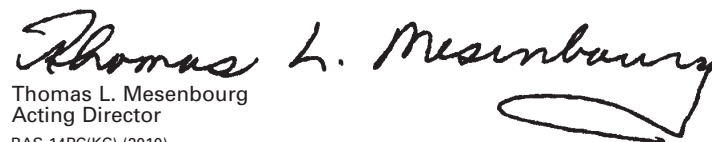
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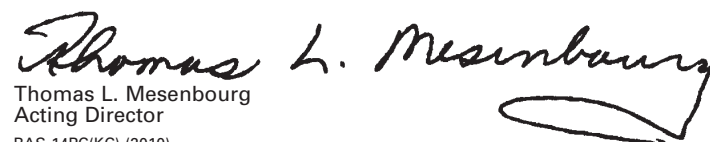
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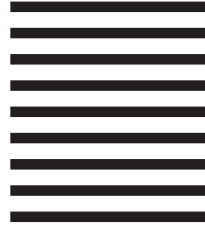


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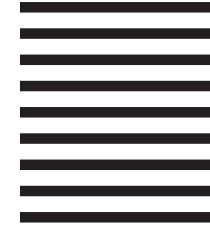


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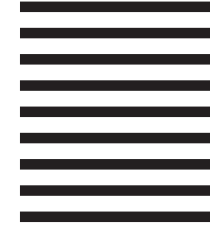


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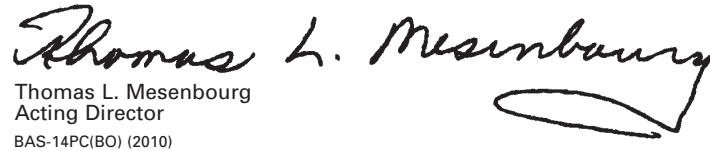
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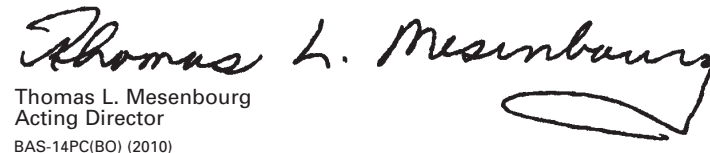
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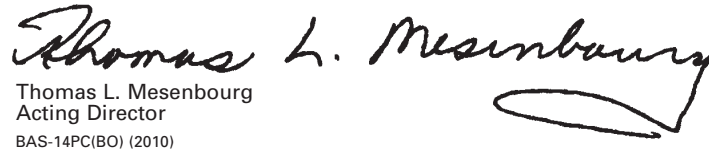
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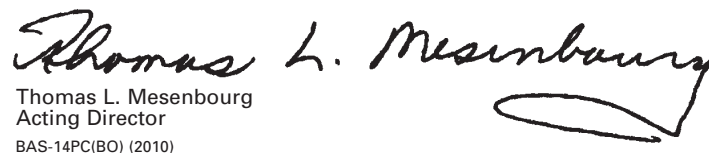
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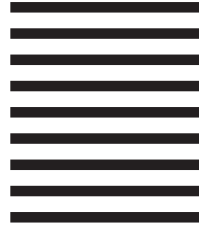
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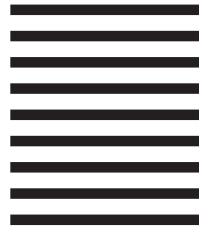
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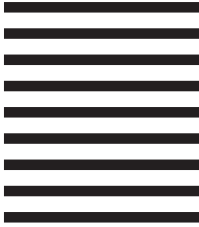
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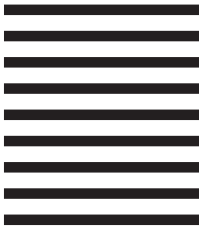
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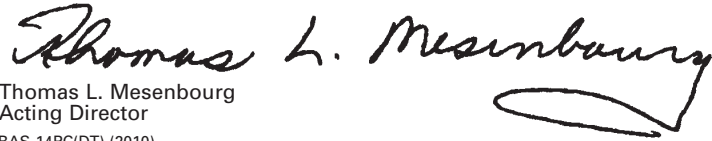
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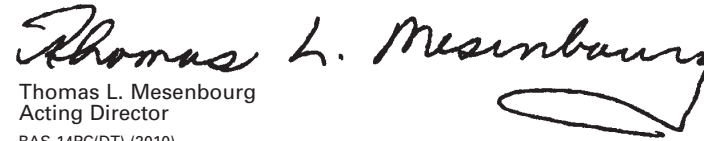
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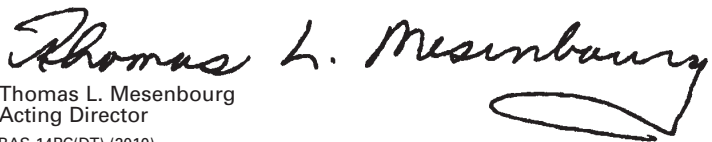
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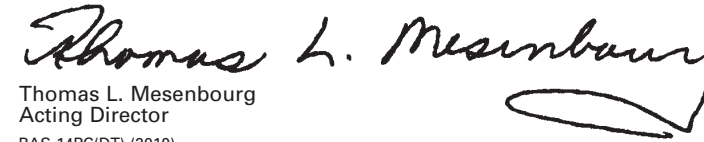
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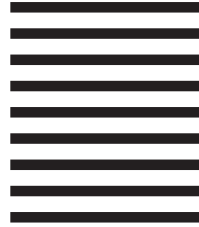
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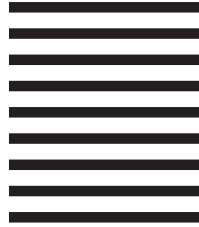
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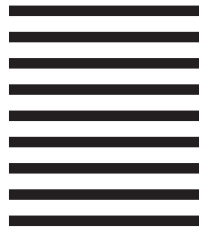
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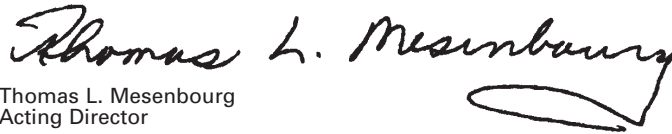
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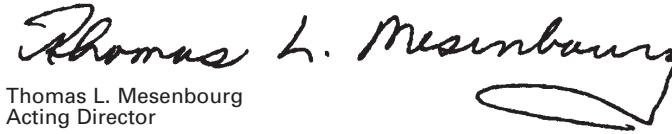
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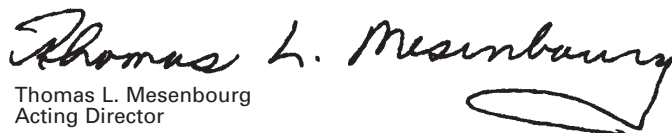
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Sincerely,



Thomas L. Mesenbourg  
Acting Director

BAS-14PC(CL) (2010)

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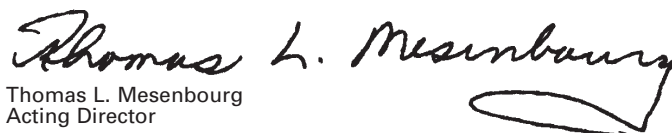
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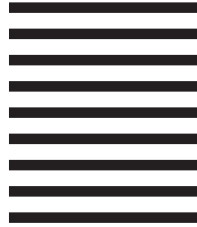
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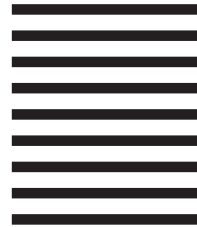
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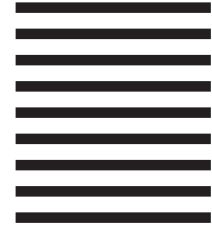
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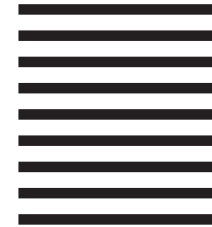
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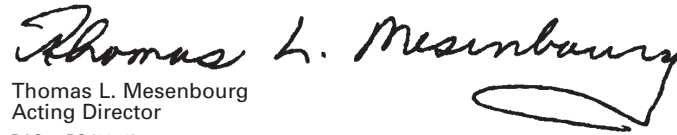
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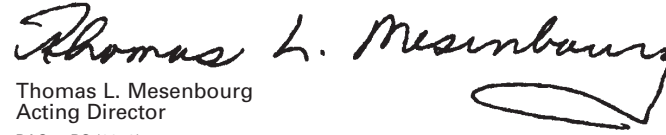
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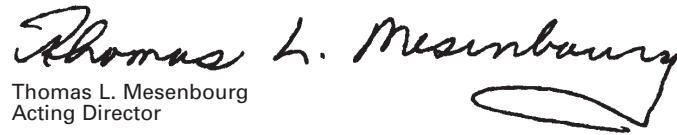
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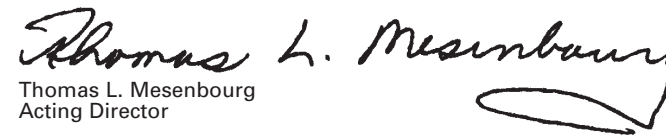
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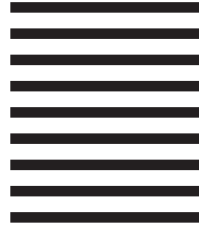
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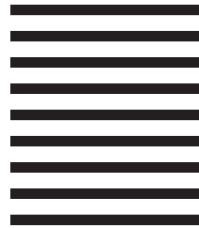
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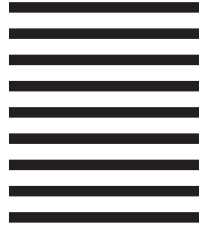
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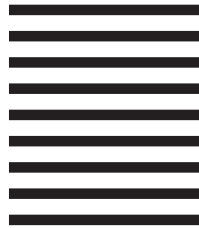
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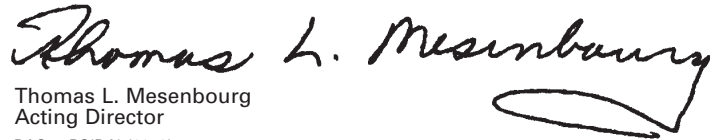
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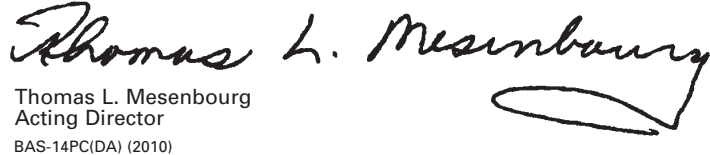
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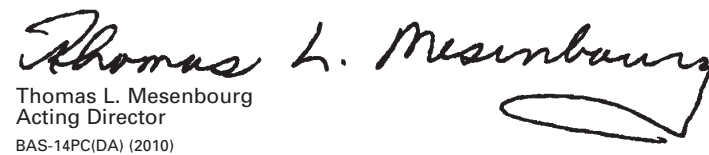
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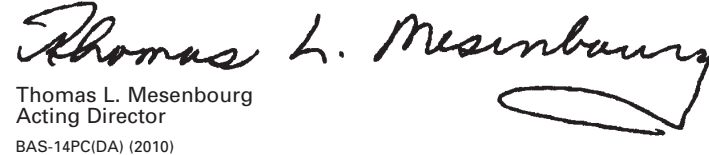
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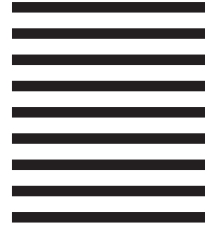


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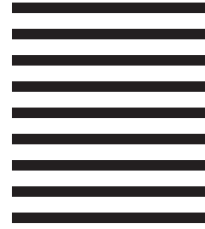


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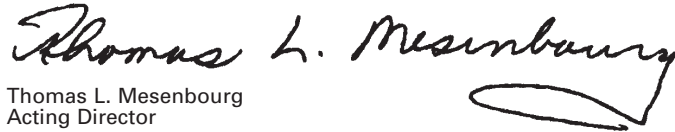
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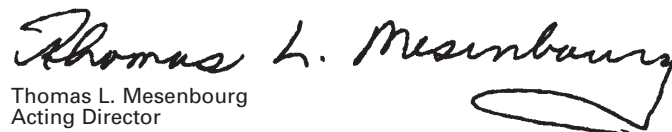
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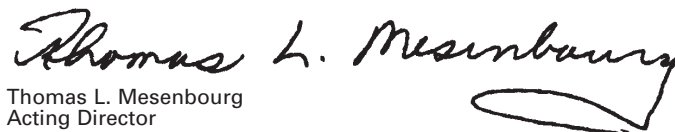
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U.S. CENSUS BUREAU

If your Tribal government has **no boundary changes** to report, please sign and return this post card within five days. As an alternative, you may choose to provide this information on our Web site at <www.census.gov/geo/www/bas/bashome.html>, or e-mail us with the message "NO BOUNDARY CHANGES" to <**geo.aiana@census.gov**>. Include your name, position, and the name of your reservation in the e-mail.

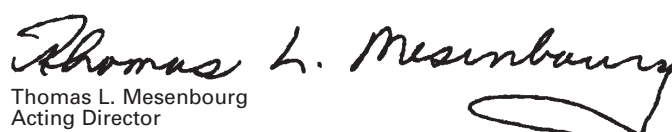
Print name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

If the contact information shown below has changed, please contact the Census Bureau's Regional Office Geography staff. This phone number can be found on the second page of your BAS-5 form or in the Boundary and Annexation Survey (BAS) Tribal Respondent Guide. You may also send an e-mail to <**geo.aiana@census.gov**>.

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

Sincerely,



Thomas L. Mesenbourg  
Acting Director

BAS-14PC(SE) (2010)

## **Boundary and Annexation Survey 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 response method, they will automatically be enrolled in the paper BAS method.

Your paper BAS packet includes:

- BAS Letter
- Respondent Guide
- BAS Form(s)
- Maps
- Colored pencils
- NO CHANGE postcard
- Postage-paid return envelope
- Ruler

To change your response method from Paper BAS to either Digital BAS or MAF/TIGER Partnership Software, you must notify the U.S. Census Bureau by **January 15th** to allow adequate time for additional material creation and shipment. You may contact the Census Bureau by phone at 1-800-972-5651 or by e-mail at **[geo.bas@census.gov](mailto:geo.bas@census.gov)**.

## **Boundary and Annexation Survey (BAS) Response Methods and Materials Checklist – Continued**

### **Master Address File/Topologically Integrated Geographic Encoding and Referencing**

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

The MTPS is a PC-based software application for participants to digitally update U.S. Census Bureau maps and forms, as well as local contact data. Paper maps and forms are provided for informational purposes only and should not be returned.

Your MTPS packet includes:

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

To change your response method from MTPS to Paper BAS, you must notify the Census Bureau by **January 15th** to allow adequate time for additional material creation and shipment. You may contact the Census Bureau by phone at 1-800-972-5651 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 Digital BAS.

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### **Digital BAS**

Digital BAS is designed to accept responses from experienced geographic information system (GIS) users who provide their changes to U.S. Census Bureau spatial data. Paper maps and forms are provided for reference only.

Your Digital BAS packet includes:

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

To change your method of participation in BAS from Digital BAS to Paper Bas, you must notify the Census Bureau by **January 15** to allow adequate time for additional material creation and shipment. You may contact the Census Bureau by phone at 1-800-972-5651 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 MTPS.



## **Boundary and Annexation Survey (BAS) Response Methods and Materials**

### **Paper BAS**

Participants are provided with paper maps and forms to update their boundary and other geographic information.

Your paper BAS packet includes:

- BAS Letter
- Respondent Guide
- BAS Form(s)
- Maps
- Colored pencils
- NO CHANGE post card
- Postage-paid return envelope
- Ruler

To change your response method from Paper BAS to either Digital BAS or Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) Partnership Software, you must notify the U.S. Census Bureau by **January 15th** to allow adequate time for additional material creation and shipment. You may contact your Census Bureau Regional Office at the phone number listed on the second page of your BAS-5 form or by e-mail at **<geo.aiana@census.gov>**.

## **Boundary and Annexation Survey (BAS) Response Methods and Materials Checklist – Continued**

### **Master Address File/Topologically Integrated Geographic Encoding and Referencing**

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

The MTPS is a PC-based software application for participants to digitally update U.S. Census Bureau maps and forms, as well as local contact data. Paper maps and forms are provided for informational purposes only and should not be returned.

Your MTPS packet includes:

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

To change your response method from MTPS to Paper BAS, you must notify the Census Bureau by **January 15th** to allow adequate time for additional material creation and shipment. You may contact your Census Bureau Regional Office at the phone number listed on the second page of your BAS-5 form, or by e-mail at **geo.aiana@census.gov**. You do not need to contact the Census Bureau if you decide to submit your updates using Digital BAS.

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### **Digital BAS**

Digital BAS is designed to accept responses from experienced geographic information system (GIS) users who provide their changes to U.S. Census Bureau spatial data. Paper maps and forms are provided for reference only.

Your Digital BAS packet includes:

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

To change your response method from Digital BAS to Paper BAS, you must notify the Census Bureau by **January 15th** to allow adequate time for additional material creation and shipment. You may contact your Census Bureau Regional Office at the phone number listed on the second page of your BAS-5 form or by email at **geo.aiana@census.gov**. You do not need to contact the Census Bureau if you decide to submit your updates using MTPS.

## **BOUNDARY VALIDATION PROGRAM (BVP) Information**

The U.S. Census Bureau is conducting the 2010 Boundary Validation Program (BVP) in parallel with the 2010 Boundary and Annexation Survey (BAS). The intent of the program is to provide the highest elected or appointed official (HEO) an opportunity to review the Census Bureau's boundary data prior to the 2010 Decennial Census.

Within the next few weeks, the HEO of your governmental unit will receive a BVP package containing a CD/DVD of the 2010 BAS maps in PDF format. The HEO is instructed to review the maps for accuracy and return a form validating that the boundaries for their governmental unit are correct. If the boundaries are incorrect, the HEO is instructed to work with their BAS Contact to submit changes or corrections through the BAS process.

Our hope is that the HEO and the BAS Contact will work together to validate the Census Bureau's boundary data or if necessary, to submit boundary changes and corrections. If the Census Bureau receives BAS changes by March 1, 2010, the HEO will have a subsequent final opportunity to review and validate the changes.

If you have questions regarding the BVP, please email <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, telephone (1-800-972-5651), or visit our website at <<http://www.census.gov/geo/www/bas/bashome.html>>.



**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 important opportunity for you to ensure that we have the correct boundary and legal 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 Population Estimates Program and the American Community Survey.

To reduce the burden on local governments and avoid duplication of effort, 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 participation by all of its entities to establish a consolidation agreement.

If your county is interested in creating a BAS consolidation agreement, please contact the Legal Areas Team in our Geography Division by telephone at 301-763-1099 or e-mail at <geo.bas@census.gov> by June 18. 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 Census Bureau thanks you for your continued participation in the BAS.

Sincerely,

Robert M. Groves  
Director



**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 response method 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. In the past, entities with less than 5,000 people were not surveyed every year. Starting in 2008, the BAS will be mailed to all governmental units. Therefore, they would be asked to respond more frequently.

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 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.
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 or the required information in a letter 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.

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.

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

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

Sincerely,

A handwritten signature in black ink that reads "Robert M. Groves". The signature is written in a cursive, flowing style.

Robert M. Groves  
Director

Enclosures

**BAS-19(L)**  
**(7-2009)**



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

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**. This voluntary survey is an important 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. The Census Bureau will use the boundary information you provide to report data from the 2010 Census and estimates from other programs and surveys, such as the Population Estimates Program (PEP) and the American Community Survey (ACS).

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 enclosed checklist contains information about the materials in your BAS package. These materials reflect the response method that your county previously requested. 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 at <http://www.census.gov/geo/www/bas/bashome.html>.

All changes received by **March 1** will be included in this year's boundary delivery for the PEP and the ACS. If the Census Bureau receives your updates after **March 1**, we will attempt to include these updates 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, or visit our Web site.

The Census Bureau appreciates your involvement in this voluntary survey.

Sincerely,

Robert M. Groves  
Director

Enclosures

**BAS-20(L)**  
**(7-2009)**



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

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 important opportunity to ensure that we have the correct boundaries and legal name for your jurisdiction. The Census Bureau will use the boundary information provided to report data from the 2010 Census and estimates from other programs and surveys, such as the 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** 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>.

Sincerely,

Robert M. Groves  
Director

Enclosures

County BAS Contact:



**BAS-21(L)**  
**(11-2009)**



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

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 important opportunity to ensure that we have the correct boundaries and legal name for your government. The Census Bureau will use the boundary information provided to report data from the 2010 Census and estimates from other programs and surveys, such as the Population Estimates Program and the American Community Survey.

The Census Bureau and your state are collaborating to consolidate responses to the BAS. The state will report all governmental annexations, deannexations, incorporations, disincorporations, and mergers for the governments effective on or before January 1, 2010 to the Census Bureau. Since the state 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 important that you submit all annexation, deannexation, incorporation, disincorporation, and merger information, per state statutes, to:

If you have any concerns or would like to review the data the state has for your government, please contact:

If you have any questions about the BAS, please contact the Census Bureau by phone at 301-763-1099 or by e-mail at <geo.bas@census.gov>.

Sincerely,

Robert M. Groves

## **Important Information about Adding Missing Streets as Part of the 2010 Boundary and Annexation Survey**

The Census Bureau has spent the last 6 years improving the spatial accuracy of the roads in our MAF/TIGER system (Master Address File/Topologically Integrated Geographic Encoding and Referencing system). Many of you have heard the Census Bureau staff talk about this work. Many organizations throughout the country who maintain geographic information in digital form have worked with us on this project. Please note that at this point we are no longer processing spatial corrections or realignments to our street network. What is critical for the success of the 2010 census data tabulation is the location of roads relative to the tabulation entity boundary. As long as the road is within the correct entity, the population and housing will be properly reported. The Do's and Don'ts listed below explain what street updates we can accept as part of the 2010 Boundary and Annexation Survey.

It is also important for you to know that the Census Bureau has begun our 2010 Census field canvassing and collection activities. The first of these activities is the Address Canvassing operation. Conducted in the spring of 2009, this operation used hand held computers to confirm and correct both our address list and our street inventory. In the months preceding the preparation of the 2010 BAS materials, we incorporated street updates from the address canvassing operation before adding streets provided by partners. This workflow was crucial to avoid adding duplicate streets to our database. (Streets that formed the boundary of a BAS entity were always added.) Because of the timing of these 2 important activities, there may be areas where non boundary street-adds do not appear on the 2010 BAS maps. **If you added missing streets through the 2009 BAS and you do not see them on the 2010 BAS maps, you do NOT have to provide these added streets again. We have the updates from the 2009 materials and will work to get them added before the 2010 Census tabulations.**

### Street Update Do's and Don'ts

- If a road is missing and you have not already submitted it to the Census Bureau, add the road and provide the name.
- Do not realign street features by merging your roads into our spatial file and flagging your roads as adds and our roads as deletes.
- If the Census Bureau map or file has a road you know has been removed, delete the road in your submission.
- If you can not correctly delineate the boundary for an entity you are updating because the feature you need to follow is incorrectly located, mislabeled or distorted in the Census Bureau's file, we request that you put the boundary on the problematic feature in our file. This will establish for us the boundary to feature relationship. In addition, we request that you report the problem area to the Census Bureau by sending information describing the incorrect feature and the specific entity boundary affected. If possible include an image file, PDF or other medium showing the appropriate correction. Submit this information to [geo.bas@census.gov](mailto:geo.bas@census.gov) or include it with your BAS materials.

The Census Bureau staff will contact you if they require more information or have questions about feature updates submitted as part of our 2010 geographic programs.