

### BASSC-3

<Date>

<SCO ST> Certifying Official:

<SCO Name>

<SCO Mailing Position>

<SCO Mailing Department Name>

<SCO Phone Number>

Dear <SCO Name>:

The Governor's Office notified us that you will be serving as the "State Certifying Official" for <<state>> as part of the U.S. Census Bureau's Boundary and Annexation Survey (BAS) State Certification Program. Through this program, you are given the opportunity to verify the accuracy of the boundary change and government status information that <<state>>'s local governments reported to the Census Bureau. By verifying this information, you ensure that the Census Bureau improves the quality of the data reported from the Population Estimates Program and the American Community Survey

According to the Census Bureau's research of the <<state>> State laws, local governments <<insert research of appropriate state's laws>>. If there is an error in our research, please have a member of your staff e-mail an explanation of your state laws, and reference the appropriate section (s) of the law to my staff at [geo.bas@census.gov](mailto:geo.bas@census.gov).

For data review, the Census Bureau is enclosing computer discs containing the following state-specific files:

- Lists of boundary changes and status updates that became effective during 2011;
- Lists of active local governments in the state;
- PDFs of boundary maps submitted through the 2011 BAS; and
- State Certification Program Respondent's Guide.

The purpose of reviewing these materials is to update any of the documentation provided to the Census Bureau for any of the boundary changes and to reverse any changes reported to the Census Bureau that were not accomplished in accordance with <<State>> State laws. The Respondent's Guide explains these procedures in greater detail. Please complete your review and provide any updates to the Census Bureau by <<mm/dd/yyyy>>. If you intend to reverse an annexation in your state, please contact my staff as soon as possible. We also request that you save a copy of the updated lists for your records.

Thank you for your participation, and if you have any questions or require any additional information, please have a member of your staff contact Ms. Monica Smith or Ms. Laura Waggoner at 301-763-1099, or by e-mail at [geo.bas@census.gov](mailto:geo.bas@census.gov).

Sincerely,

Timothy F. Trainor  
Chief, Geography Division

Enclosures