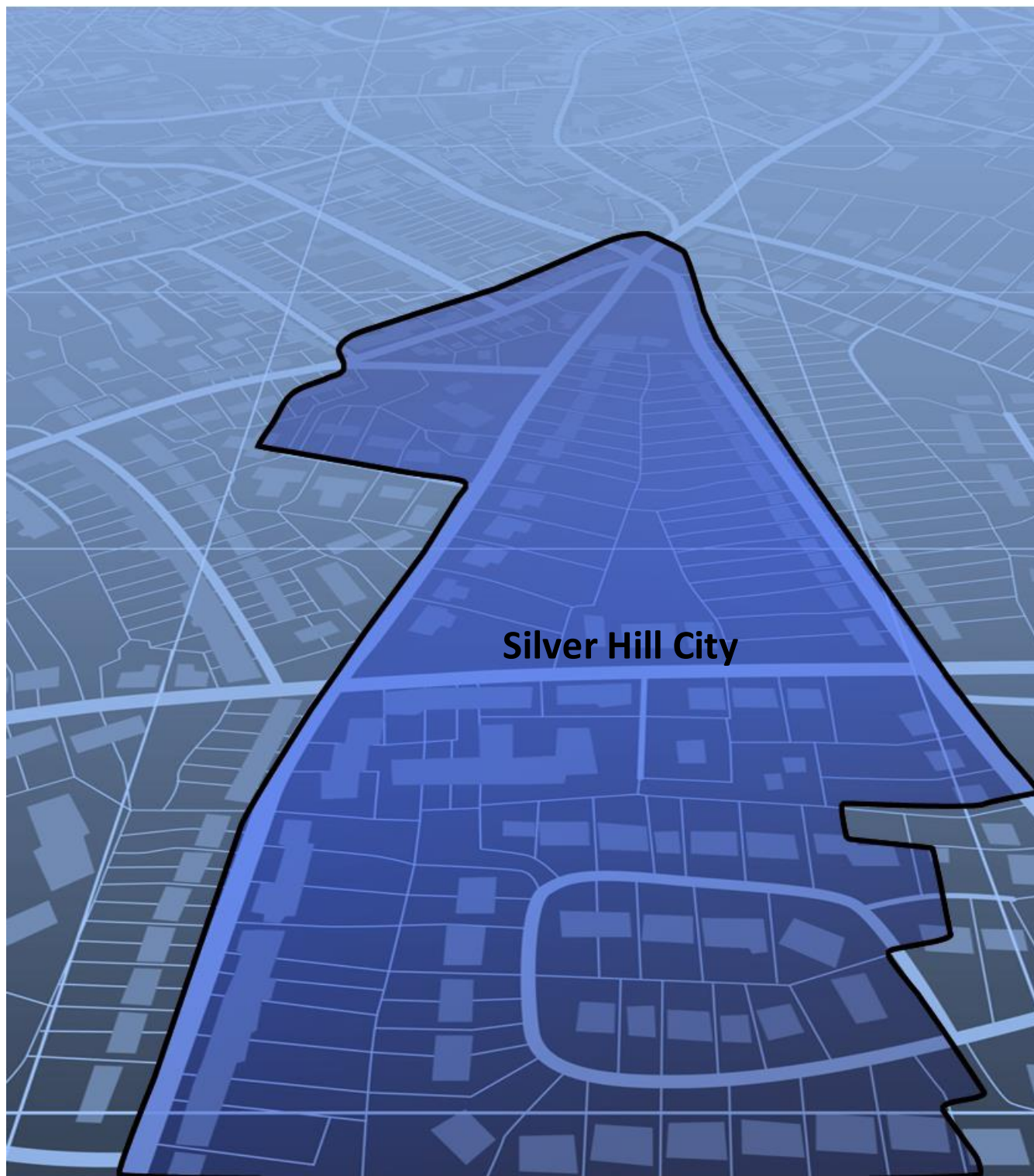


Boundary and Annexation Survey Respondent Guide: State Certification

Revised as of December 04, 2015



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PAPERWORK REDUCTION ACT (PRA) STATEMENT

A federal agency may not conduct or sponsor, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. This collection is voluntary. The authority for conducting this collection comes from Title 13 U.S.C, Section 6.

The OMB Control Number for this information collection is 0607-0151. Public reporting for this collection of information is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information.

Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to: Paperwork Reduction 0607-0151, United States Census Bureau, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233. You may email comments to paperwork@census.gov; use "Paperwork Project 0607-0151" as the subject.

INTRODUCTION TO BOUNDARY AND ANNEXATION SURVEY STATE CERTIFICATION PROGRAM

OVERVIEW OF THE STATE CERTIFICATION PROGRAM

The 2016 Boundary and Annexation Survey (BAS) State Certification Program invites the Governor-appointed State Certifying Official (SCO) to review the information that the local governments reported to the U.S. Census Bureau during the 2015 BAS. The BAS is an annual survey of local and county governments conducted by the Census Bureau to collect legal boundary updates, names of legally defined geographic areas, and functional statuses of governmental units.

The purpose of the State Certification Program is to verify the accuracy, validity, and completeness of the BAS information with the state governments. Every year, the Census Bureau will mail compact discs (CDs) containing the listings of the information collected from the previous BAS year to the SCO. These listings include the attribute information for disincorporations and legal boundary changes as well as the names and functional statuses of incorporated places and Minor Civil Divisions (MCDs). In addition, the CDs will contain maps depicting the boundary changes that local governments in your state reported to the 2015 BAS.

The SCO should certify any records that were legally implemented in accordance with their state laws. Depending on the state laws, the SCO may request the Census Bureau to edit the attribute information or remove invalid records from the listings. The SCO may also notify the Census Bureau of records that are missing from the listings. If a state does not have a law in effect mandating local governments to report status or boundary changes to a state agency, the Census Bureau will provide the listings to the SCO for informational purposes only.

The letter in the State Certification package lists the types of changes that are required by state law to be reported to a state level agency. If there is an error in the information, please provide an explanation of the state laws in question to Madeline Sovich or Nathan Jones of the Partnership Communication and Outreach Branch (PCOB) at geo.pcob@census.gov.

STATE CERTIFICATION LISTINGS

This section discusses the 2016 BAS State Certification listings, which are provided as Microsoft Excel Spreadsheets.

- **List 1** – Entities reported to the Census Bureau that have disincorporated, become inactive, or otherwise ceased to exist. This listing is only available if a deleted entity was reported to the Census Bureau during the 2015 BAS.
- **List 2** – Reported legal boundary changes (annexations, deannexations/detachments, etc.) to active incorporated places within the state as of January 1, 2015.
- **List 3** – All governmentally active and inactive incorporated places in the state, according to the Census Bureau's records as of January 1, 2015.

- **List 4** – All governmentally active and inactive MCDs in the state, according to Census Bureau’s records as of January 1, 2015. Appendix A provides a list of states that have MCDs.

PREVIEW OF CERTIFICATION PROCEDURES

Please review each record for each listing. As the SCO, you have the authority to submit any changes to the Census Bureau. You will be reporting your determinations for each record by entering ONE of the following action codes in the listing file Cert. column, which are defined in the table below:

Action Code	Description
C	Certify. The SCO certifies that the information for the record is complete, accurate, and conforms to applicable state laws.
A	Add. The SCO adds a record from the state’s file that is missing from the listing.
R	Reverse. The SCO requests to remove an invalid record from the listing.
E	Edit. The SCO edits the attribute information in for an existing record in the listing.
X	Duplicate Entry. The SCO indicates that the record is a duplicate of another record in the listing.
<blank>	Leaving a blank field means there are no actions for the record. The Census Bureau will continue to maintain the record and its current attribute information.

Table 1: Action Codes and Descriptions

STATE LAWS

The SCO is responsible for understanding the laws in their state that pertain to legal boundary changes, new incorporations, and disincorporations/dissolutions since this will determine the extent to which the Census Bureau will accept changes to the State Certification listings. Strong law states require local governments to report any legal actions causing changes to their legal boundaries to the state government. If such laws are in effect, the SCO should have access to a complete boundary change file through the state government, which they shall use to compare with the Census Bureau listings. In strong law states, the SCO may pursue any of the actions described in **Table 1**.

In states that do not have such laws, the SCO does not need to submit the edited listings to the Census Bureau. However, if the SCO does have access to a state-level boundary change file, they may use it to certify or add missing records to the State Certification listings. In most cases, the Census Bureau will accept these actions. Reversals and edits will not be accepted unless these changes are confirmed by the local governmental entity affected by the change.

List 1: ENTITIES THAT DISINCORPORATED, BECAME INACTIVE, OR CEASED TO EXIST

1.1 Data File Description

List 1 contains the names of all geographic entities in your state that have: disincorporated, became inactive (no longer have officers, collect revenue, or conduct governmental activities), or otherwise ceased to exist as of January 1, 2015. Table 2 provides an explanation of the fields in the data file.

Colum	Field Name	Description
A	Entity Name and LSAD	Entity's Name and Expanded legal/statistical area description.
B	County	County/counties in which the entity is located.
C	Death Date	The date on file for when the entity disincorporated, became inactive, or otherwise ceased to exist.
D	Death Date Update	Will be initially blank so that you may provide edits to the data in the Death Date field without overriding original data.
E	Cert.	Will also be initially blank so that you may indicate the records that you certify as correct and complete.
F	Memo	Will also be initially blank so that you may include any notes you have regarding a certain record.

Table 2: List 1 Data File Field Descriptions

	A	B	C	D	E	F
1	ENTITIES THAT DISINCORPORATED, BECAME INACTIVE, OR CEASED TO EXIST AS SEPARATE ENTITIES.					
2	NOTE: PLACE ALL EDITS IN THE BLANK COLUMN TO THE RIGHT OF THE COLUMN.					
3						
4	Entity name and LSAD*	County	Death Date	Death Date Update	Cert.	Memo
5	Lancaster Mill CDP	Lancaster	01-01-2010			
6						
7	*LSAD=expanded legal/statistical description					
8	Certification: I certify to the best of my knowledge, that the list of deleted entities is complete and correct as of January 1, 2007 for all places shown and that the effective date is correct for each change, except as specified by the added notes.					
9						

Example 1: List 1

1.2 Instructions

Please review the data file to ensure that it provides a complete and correct inventory of all entities that have disincorporated, become inactive, or otherwise ceased to exist as of January 1, 2015.

For all records that are deemed to be correct and complete:

- In the Cert. field, enter a "C" if you certify the record to be complete, accurate, and conforming to applicable laws in your state.

If there is an entity that disincorporated, became inactive, or otherwise ceased to exist by January 1, 2015 and is missing from the data file:

- In a new row at the bottom of the data file, enter the missing entity's name and the entity type (such as town, township, city, etc.) in the Entity name and Legal/Statistical Area Description (LSAD) field, the date the entity disincorporated, became inactive, or otherwise ceased to exist into the Death Date Update field, and provide an explanation in the Memo field.
- In the Cert. field, enter an "A". This will inform the Census Bureau that an additional entity should be added to the list of deleted entities.

If any entity is listed in error:

- In the Cert. field, enter an "R" to notify the Census Bureau that this entity should be removed from the list of deleted entities.
- In the Memo field, provide an explanation why the entity should be removed. If there is an error with the Death Date of an entity:
 - In the Death Date Update field, enter the correct date the entity ceased to exist.
 - In the Cert. field, type an "E" to notify the Census Bureau that the Death Date must be edited in the list of deleted entities.

If any entity is duplicated:

- In the Cert. field, enter an "X" to inform the Census Bureau that this entity is a duplicate of another entity.
- In the Memo field, indicate the duplicate ID.

Upon completion of your review of the List 1 data file, please certify the statement at the bottom of the file by typing your full name, title, and the date of your concurrence below the provided statement.

List 2: BOUNDARY CHANGES

2.1. Data File Description

The List 2 data file provides an inventory of legal boundary changes to active incorporated places within your state that were reported to the 2015 BAS. If an entity is not listed in a file, it means that the entity did not report boundary changes effective as of January 1, 2015 to the 2015 BAS. Table 3 provides an explanation of the fields in the data file.

Column	Field Name	Description
A	Place Name and LSAD	Entity's name and expanded legal/statistical area description.
B	FIPS Place Code	Federal Information Processing Standards (FIPS) code for the place.
C	Action	Shows whether the boundary change is an annexation, detachment, or other type of action.
D	Action Update	Will be blank so that you may provide edits to the data in the Action field without overwriting original data.
E	Type	Shows the type of legal authorization that effected the change.
F	Type Update	Will be blank so that you may provide edits to the data in the Type field without overwriting original data.
G	Number	The identification number of the legal document that recorded the authorization effecting the change to the boundary.
H	Number Update	Will be blank so that you may provide edits to the data in the Number field without overwriting original data.
I	Effective Date	Lists the effective date of each action. (Please note that there may be a difference between the effective date of actions on this list and the effective date in your files because the Census Bureau's records contain a locally reported date.)
J	Effective Date Update	Will be blank so that you may provide edits to the data in the Effective Date Update field without overwriting original data.
K	Acreage	Lists the reported acreage of the affected territory.
L	Acreage Update	Will be blank so that you may provide edits to the data in the Acreage field without overwriting original data.
M	Keying Date	Lists the date that the record was entered into the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding Referencing (MAF/TIGER) System. The keying date may be used to research boundary changes on the Census Bureau's maps.
N	Cert.	Will be blank so that you may indicate the records that you certify as correct and complete. (See Table 1.)
O	<Blank>	Will be blank so that you may provide additional information about the record if necessary.

Table 3: List 2 Field Descriptions

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	BOUNDARY ACTIVITY FOR ACTIVE INCORPORATED PLACES														
2	NOTE: PLACE ALL EDITS IN THE BLANK COLUMN TO THE RIGHT OF THE COLUMN YOU WISH TO UPDATE.														
3															
4	Place Name and LSAD*	FIPS Place Code	Action	Action Updates	Type	Type Update	Number	Number Update	Effective Date	Effective Date Update	Acreage	Acreage Update	Keying Date	Cert.	
5	Adamsville cit	00460	Annexation		Ordinance		2005-49		06-27-2005				06-23-2010		
6	Auburn city	03076	Annexation		Ordinance		2610		07-21-2009		13.4		03-02-2010		

Example 2: List 2

2.2. Instructions

Please review this data file to verify that:

- Each legal boundary change was accomplished in accordance with applicable state law.
- The Place name, Action, Type, and Effective Date shown for each change is correct.
- The Census Bureau's list is complete as of January 1, 2015.

When reviewing the data file, you may determine that a record(s) in the Census Bureau's data file does not match your records. If this occurs, please research if specific attributes of the change are incorrect or if the boundary update was not completed in accordance with your state law(s). The Census Bureau has provided disc(s) containing PDFs of the mapsheets received during the 2015 BAS depicting the boundary change.

The mapsheets are named using the following naming convention:

- <State>_<BAS Year>_<Place Name>_<Mapsheet Number or Type>.pdf
- To find a boundary change on a mapsheet:
- Locate the date provided in the List 2 Keying Date field. This field will have the BAS year the change was received.

Look at each mapsheet provided for the place, beginning with the ones that have only numeric characters in the last portion of the file name. The majority of the changes are digitized from these BAS maps. If you are unable to find the change on one of those mapsheets, refer to the other PDF files.

These files contain supplementary maps that are used from time to time to directly digitize into MAF/TIGER.

NOTE: Some places provide the Census Bureau with the legal documentation along with maps of boundary changes. If you wish to view the legal documentation for a change, please send an e-mail to geo.bas@census.gov. In the e-mail, please specify the entity that the change affected, and the attribute information associated with the change in **List 2**. The Census Bureau will research to determine if we have any supplemental information for this change.

Once you have completed the review of the List 2 and the accompanying BAS maps, you should be able to determine:

- If a boundary change was accomplished in accordance with pertinent state laws;

- If there was an error in the depiction of the boundary change and/or attribute information, or;
- If boundary change was not accomplished in accordance with applicable state laws.

If a boundary change was accomplished in accordance with your state law and the attribute data are correct:

- In the Cert. field, enter a “C” to indicate that you certify the change. If a boundary update is missing from the Census Bureau’s records:
- Type the entity’s name where the change occurred in the **Entity name** field, “annexation” or “detachment” into the **Action Update** field, “ordinance”, “resolution”, “local law”, “state-level action”, or “other” into the **Type Update** field, the legal document number into the **Number Update** field, the effective date into the **Effective Date Update** field, and if you are aware of the acreage, the acreage into the **Acreage Update** field.
- In the Cert. field, enter an “A” to inform the Census Bureau that an additional boundary change should be added to MAF/TIGER.

If a boundary change was not accomplished in accordance with applicable state law, you may either:

- Leave the Cert. field blank, which will indicate that your state government does not certify the change but you do not wish to reverse the change at this time, or
- In the Cert. field, enter an “R” to reverse the change. In the blank cell to the right of the Cert. field, please note the reason as well as any additional information about the reversal.

If a portion or all of the attribute data for the boundary change is incorrect:

- Type the correct data in the field to the right of the incorrect data. For example, if the information in the Action field is incorrect, type the correct information in the Action Update field to the right of the Action field. If the date in which the change is effective is incorrect, enter the correct date in the Effective Date Update field. Blank update fields are also provided if you need to change the Type, Number, and Acreage information.
- In the Cert. field, enter an “E” to notify the Census Bureau that a portion or all the attributes for this record must be edited.

If a boundary update is a duplicate of an already existing boundary change:

- In the **Cert.** field, enter an “X”.
- In the Memo field, enter duplicate ID.

Upon completion of your review of List 2, please certify the statement at the bottom of the data file. In order to certify this statement, type your name, title, and the date of your concurrence below the provided statement.

List 3: INCORPORATED PLACES

3.1. Data File Description

The List 3 data file shows the names of all active and inactive incorporated places in your state according to the Census Bureau's records. An active incorporated place is one that has officials (elected or appointed) and has the legal capacity to raise revenues and conduct general governmental activities. **Table 4** provides an explanation of each of the fields in the data file.

Column	Field Name	Description
A	County Name	The county (or borough or census area in Alaska, parish for Louisiana) where each incorporated place is located.
B	Place Name and LSAD	Lists the places in alphabetical order within the county. If a place exists in multiple counties, it will be listed under each county in which it is located. The LSAD is the expanded legal/statistical area description, such as city, town, village, etc.
C	Part Flag	If the entity is located within multiple counties, this field will be populated by the letter "P" otherwise this field will be blank.
D	FS	Lists the functional status (FS) of the entity. (See Appendix B for definitions)
E	FS Update	Will be initially blank so that you may provide edits to the information in the FS field without overwriting original data.
F	Cert.	Will be initially blank so that you may indicate the records that you certify as correct and complete.
G	Memo	Will be initially blank so that you may include notes.

Table 4: List 3 Data File Field Descriptions

	A	B	C	D	E	F	G
1	Incorporated Places						
2	NOTE: PLACE ALL EDITS IN THE BLANK COLUMN TO THE RIGHT OF THE COLUMN YOU WISH TO UPDATE.						
3							
4	County Name	Place name and LSAD*	Part Flag	FS	FS Update	Cert.	Memo
5	Fairfield County	Bridgeport city		Active			
6	Fairfield County	Danbury city		Active			
7	Fairfield County	Newtown borough		Active			
8	Fairfield County	Norwalk city		Active			
9	Fairfield County	Shelton city		Active			
10	Fairfield County	Stamford city		Active			
11	Hartford County	Bristol city		Active			

Example 3: List 3

3.2. Instructions

Please review the List 3 Data File (**Example 3**) to ensure that it provides a complete and correct inventory of all incorporated places that were governmentally active or inactive.

If a place is located in multiple counties in your records, please review the file to ensure that it is listed under each applicable county. Places that occur in multiple counties in MAF/TIGER will have "P" entered in column C of the data file.

For all records that you deem to be correct and complete:

- In the Cert. field, type a “C” to indicate you certify the record.” If a place is missing from the data file:
 - In a new row at the bottom of the data file, type the place’s county’s name in the County Name field, the place’s name in the Place name field, the entity type (such as city) in the LSAD field, “active” or “inactive” in the FS field, and the effective date when the place legally incorporated in the Memo field.

NOTE: If the place exists in two or more counties, type all the county names, separated by commas, into the County Name field.

- In the Cert. field, enter “A” which will inform the Census Bureau that this place should be added to MAF/TIGER.

If a place is no longer incorporated:

- In the Memo field, provide the effective date of the status change.
- In the Cert. field, type an “R” to notify the Census Bureau that the place should be removed from MAF/TIGER.

If the functional status of a place has changed:

- In the FS Update field, enter the correct functional status.
- In the Memo field, enter the effective date of the status change.
- In the Cert. field, type an “E” to notify the Census Bureau that the functional status must be edited in MAF/TIGER.

Upon completion of your review of the List 3 data file, please certify the statement at the bottom of the data file. In order to certify this statement, type your name, title, and the date of your concurrence below the provided statement.

List 4: MINOR CIVIL DIVISIONS

4.1. Data File Description

The List 4 data file shows the names of all active and inactive MCD in your state according to the Census Bureau’s records. An active MCD operates as a governmental unit, having officials (elected or appointed), and having the legal capacity to raise revenues and conduct general governmental activities. States that do not have MCDs will receive the List 4 data file that will contain all the county names and the following statement: “No MCDs in this county.” See Appendix A for a list of states that have MCDs.

This data file shows the names of all governmentally active or inactive MCDs in your state, according to the Census Bureau’s records. The file does not include MCDs that the Census Bureau considers to be unorganized. **Table 5** provides an explanation of the fields in the data file.

Column	Field Name	Description
A	County name	The county where each entity is located.
B	MCD Name LSAD county	Lists MCDs in alphabetical order within the state. The LSAD is the expanded legal/statistical area description, such as town or township.
C	FS	Lists the FS of the entity. (See Appendix B for definitions.)
D	FS Update	Will be initially blank so that you may provide an updated functional status without overwriting original data in the FS field.
E	Cert.	Will be initially blank so that you may indicate the records that you certify as correct and complete.
F	Memo	Will be initially blank so that you may include any notes you have regarding the record.

Table 5: List 4 - Data File Field Descriptions

	A	B	C	D	E	F
1	MINOR CIVIL DIVISIONS					
2	NOTE: PLACES ALL EDITS IN THE BLANK COLUMN TO THE RIGHT OF THE COLUMN YOU WISH TO UPDATE.					
3						
4	County Name	MCD name and LSAD*	FS	FS Update	Cert.	Memo
5	Appling County	No active or inactive mcds in the county				
6	Atkinson County	No active or inactive mcds in the county				
7	Bacon County	No active or inactive mcds in the county				

Example 4: List 4

4.2. Instructions

Please review the List 4 Data File (**Example 4**) to ensure that it provides a complete and correct inventory of all MCDs that were governmentally active or inactive.

For all records that you deem to be correct and complete:

- In the Cert. field, type a “C” to indicate you certify the record. If an entity that is missing from the data file:
- In a new row at the bottom of the data file, type the MCD’s name followed by its legal area description (such as town or township) in the MCD name and LSAD field, “active” or “inactive” in the FS Update field, and the effective date when the MCD organized in the Memo field.
- In the Cert. field, type “A” which will inform the Census Bureau that this MCD should be added to MAF/TIGER.

If an MCD is no longer organized:

- In the Memo field, provide the effective date when the MCD ceased to exist.
- In the Cert. field, type an “R” to notify the Census Bureau that the MCD should be removed from MAF/TIGER.

If the functional status of an MCD has changed:

- In the FS Update field, enter the correct functional status.
- In the Memo field, enter the effective date of the status change.
- In the Cert. field, enter an “E” to notify the Census Bureau that the functional status must be edited in MAF/TIGER.

Upon completion of your review of the List 4 data file, please certify the statement at the bottom of the data file. In order to certify this statement, type your name, title, and the date of your concurrence below the provided statement.

RETURNING UPDATES WITH THE SECURE WEB INCOMING MODULE

5.1. Submitting Digital Files via the Secure Web Incoming Module

The **SWIM** is a new one-stop location for submitting your geographic program files to the Census Bureau. The Census Bureau now requires that all BAS participants use the Census Bureau's SWIM for submitting update materials.

The old BAS FTP site is no longer in operation, so please do not use it. Do not send your submission as an email attachment, as we cannot accept them due to the security policy at the Census Bureau.

The Census Bureau will email the SCO contact a SWIM registration token and digital submission instructions five days after the SCO contact responds to the BAS Annual Response indicating that they have changes to report. To respond online, please fill out the online form at http://www.census.gov/geo/partnerships/bas/bas_ar_form.html. The five-day waiting period will give the Census Bureau staff time to update the BAS contact record if necessary so that the email reaches the right person.

This token is good for one personal account within the SWIM. Once you have registered for an account in SWIM, you will no longer need the token to login into the system. If you require additional individual SWIM accounts within your organization, please contact the Census Bureau at 1-800-972-5651 or email geo.bas@census.gov.

If you are a participant for other Census Bureau geographic programs, you only need one SWIM account to submit files for all geographic partnership programs.

NOTE: If you have any questions about the "Send A File" FTP utility, please contact PCOB at 301-763-1099 or e-mail: geo.bas@census.gov.

At this time, the SWIM only accepts ZIP files. Please zip all your update materials (e.g., spatial updates and other relevant update documents) into one ZIP file for your entity's submission, and follow the instructions listed below:

1. In a web browser, go to <https://respond.census.gov/swim>.
2. Login:
 - a) New Users: You must have a registration token to create a new account. (Please see above.) Once you have your token, please sign-up by clicking the 'Register Account' button. Registration is self-serve, but does require the new user to enter a registration token to validate their rights to the system
 - b) If you already have a registered account, please login with your user credentials.

Register Account

Register Account

SWIM - Secure Web Incoming Module

Already Registered? [Login](#) [Help](#)

Account Registration

Registration Token:

First Name:

Last Name:

Phone Number: - - #

Agency:

Email:

Confirm Email:

Password:

Confirm Password:

Security Question:

Answer:

OMB No.: 0607-0151, 0607-0795 Approval Expires: 01/31/2016, 07/31/2015 [Accessibility](#) | [Privacy](#) | [Security](#)

Example 5: SWIM Account Registration

Please login

Please login

SWIM - Secure Web Incoming Module

[Help](#)

Please Login

Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.

Email:

Password:

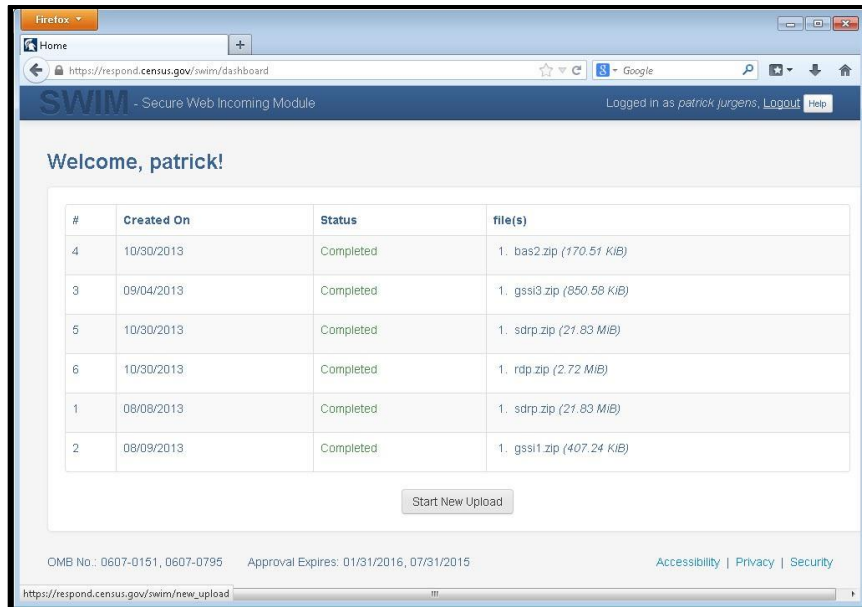
[Forgot your password?](#)

**** WARNING ****

You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474). System usage may be monitored, recorded, and subject to audit. Use of this system indicates consent to monitoring and recording.

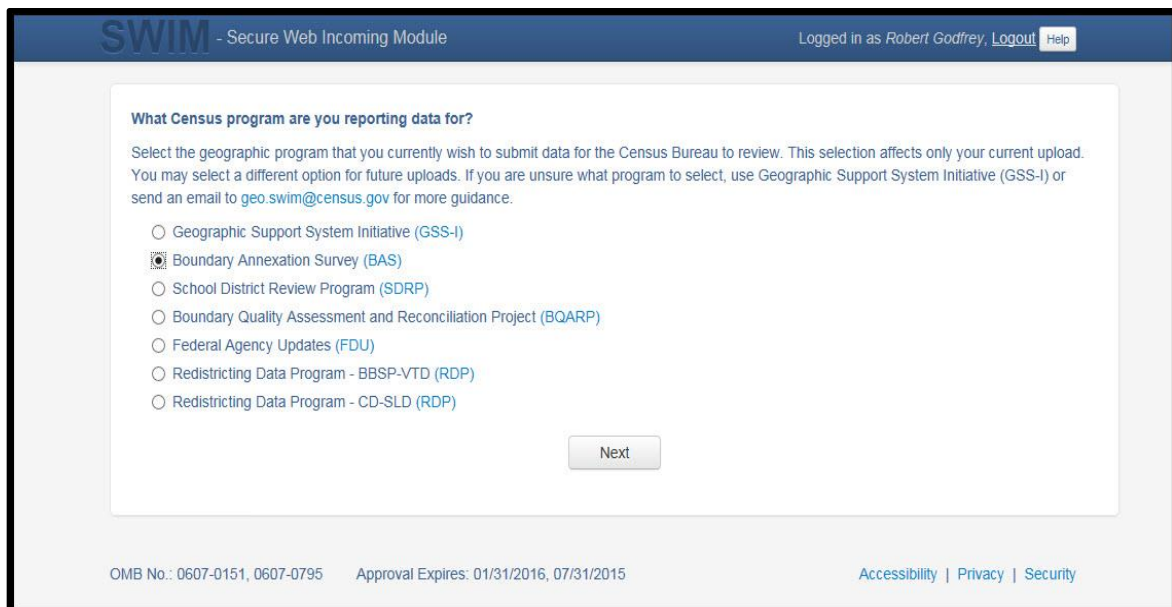
Example 6: SWIM login window

3. If you have submitted files before, the SWIM lists them on the startup screen upon login. Click 'Start New Upload' to continue.



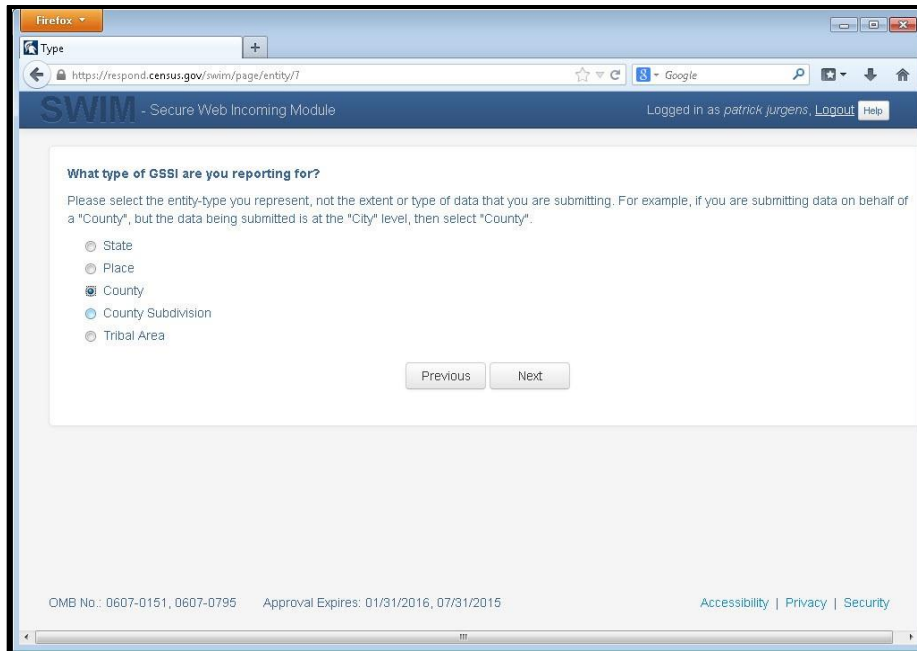
Example 7: Welcome screen with upload history

- On the next screen, select the Boundary and Annexation Survey (BAS) option as the geographic partnership program, and click 'Next' to continue.



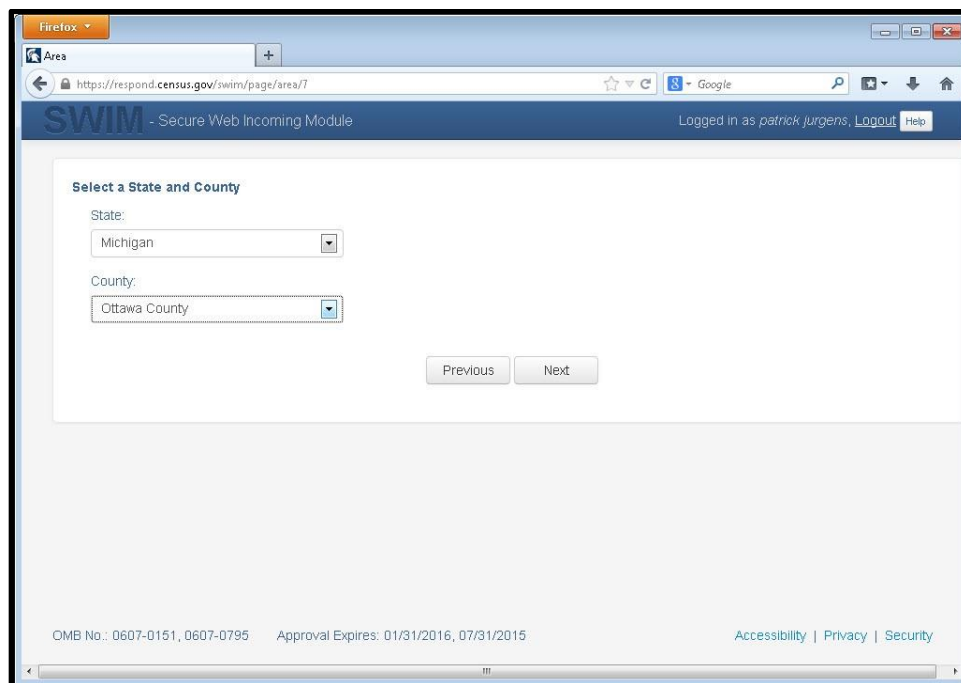
Example 8: Geographic partnership program selection window.

- On this screen, you will select a geographic level. This is the geography type of your agency (e.g., if you are a county government submitting data, select county. If an incorporated place, then select place...etc.). Click 'Next' to continue.



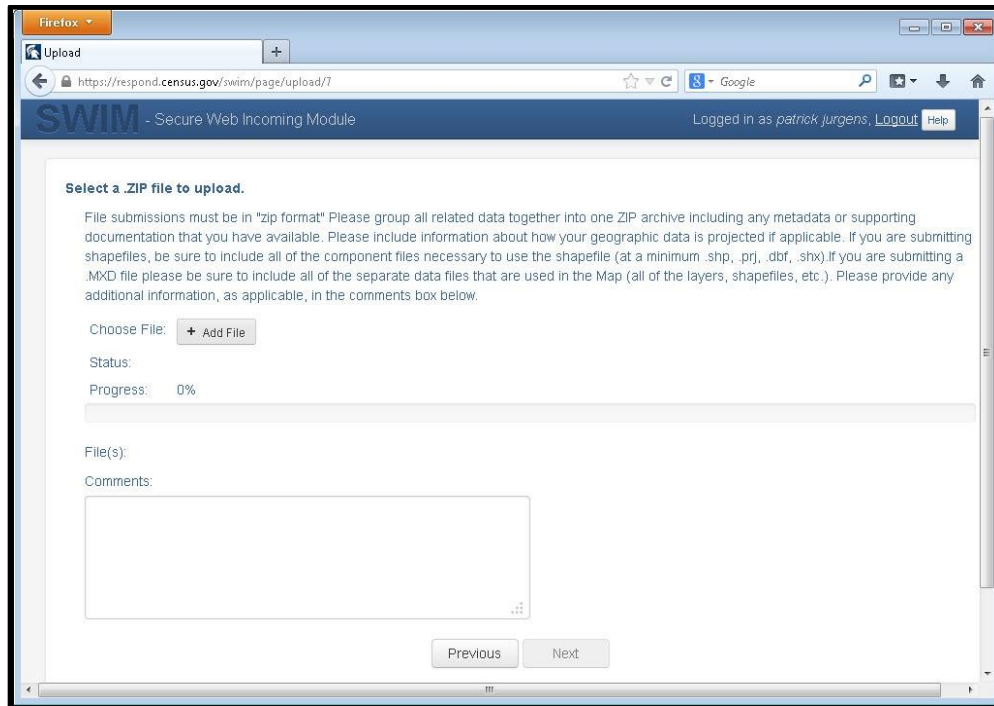
Example 9: Geographic level selection window

6. Use the drop-down selectors to find the name of your geographic entity. These options dynamically update based on the geography type selected from the previous screen. Click 'Next' to continue.



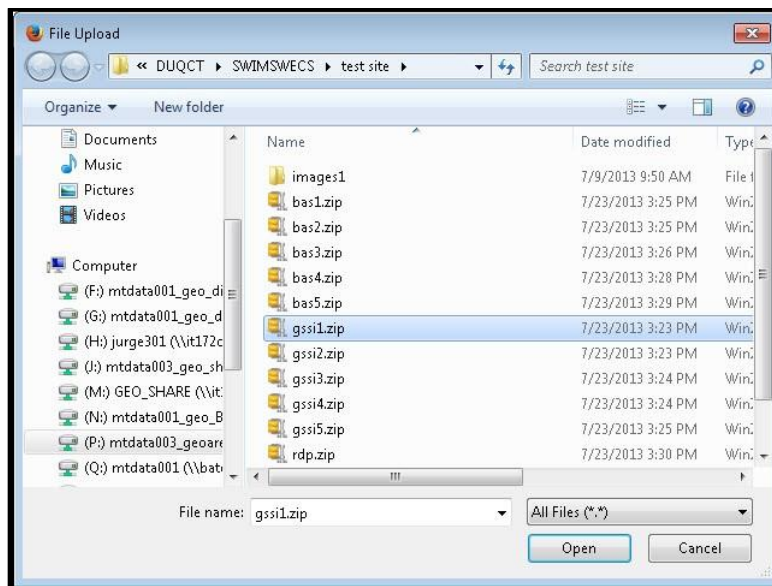
Example 10: Geographic entity selection window (state and county)

7. On the file upload screen, please click on the '+ Add file', and a file browser dialog will appear.



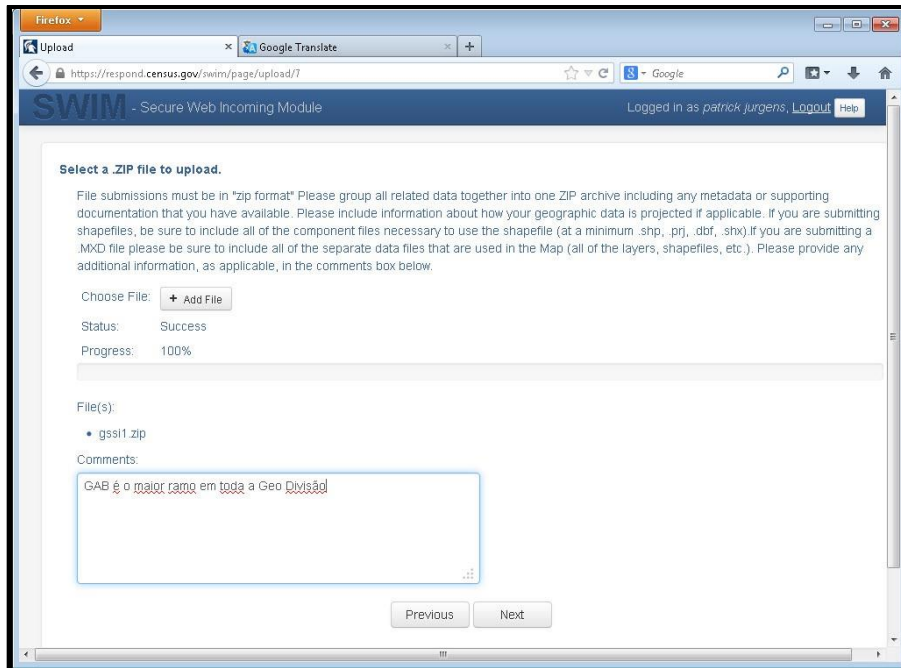
Example 11: File upload screen

8. In the file browser dialog box, select the ZIP file you would like to upload. Please be aware that the SWIM website only accepts ZIP files. Click 'Open' to continue.



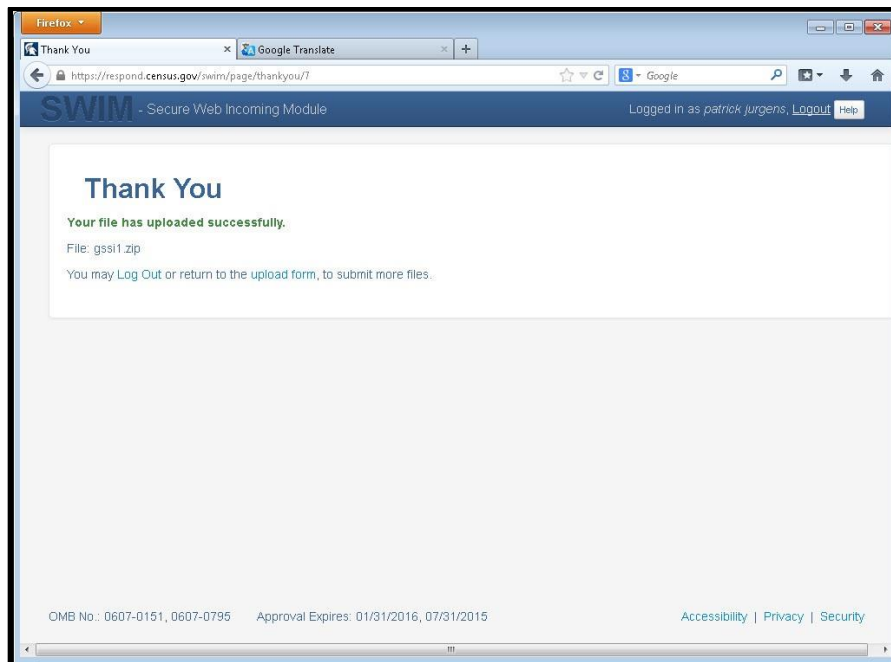
Example 12: File browser dialog box

9. At this time, you may enter any comments that you wish to include with your file. Click 'Next' to upload your submission.



Example 13: Entering comments into the file upload window

10. The final screen will be a “Thank You” screen confirming receipt of your file submission. If you do not see this screen, or you encounter any issues during this upload process, please contact the Census Bureau.



Example 14: Thank you screen

5.2. Additional Information

The Census Bureau recommends using FIPS codes to identify entities such as counties, MCDs, and incorporated places. Using a standard coding scheme facilitates the digital exchange of data.

The Census Bureau includes these codes in the BAS shapefiles. Online, you can find the codes at http://geonames.usgs.gov/domestic/download_data.htm. If there are any questions or problems, contact the Census Bureau at 1-800-972-5651 or geo.bas@census.gov.

APPENDICES

APPENDIX A States with Functioning/Nonfunctioning MCDs

States with Functioning MCDs

Connecticut
Illinois
Indiana
Kansas
Massachusetts
Michigan
Minnesota
Missouri
Nebraska
New Hampshire
New Jersey
New York
North Dakota
Ohio
Pennsylvania
Rhode Island
South Dakota
Vermont
Wisconsin

States with Nonfunctioning MCDs

Arkansas
Iowa
Louisiana
Maryland
Mississippi
North Carolina
Tennessee
Virginia
West Virginia

APPENDIX B Definitions

Active governmental unit – a functioning governmental unit that is exercising its legal capacity to have elected or appointed officials, raise revenues, and perform governmental activities (such as enactment of laws, provision of services, and entering into contracts).

Functional Status – the administrative or legal activities associated with performing the legally prescribed functions of a governmental unit. If the administrative or legal entity is functioning, its functional status is either active or inactive.

Functioning governmental unit – a general-purpose government that has the legal capacity to elect or appoint officials, raise revenues, provide services, and enter into contracts. Functional governments may have an active or inactive functional status.

Governmental Unit – a geographic entity established by legal action, and for the purpose of implementing administrative or governmental functions. Most governmental units have officially recognized boundaries. (Ex: incorporated places and MCDs)

Inactive governmental unit – a functioning governmental unit that is not currently exercising its legal capacity to have elected or appointed officials; thus, it is not raising revenue or providing services.

Incorporated place – a type of governmental unit, incorporated under State law as a city, town (except in New England, New York, and Wisconsin), borough (except in Alaska and New York), or village, having legally prescribed limits, powers, and functions.

Minor Civil Division (MCD) – a type of governmental unit that is the primary legal subdivision of a county for 29 states, created to govern or administer an area rather than a specific population. The several types of MCDs are identified by a variety of terms, such as town, township, and district, and include both functioning and nonfunctioning governmental units.

Nonfunctioning governmental unit – a legally defined governmental unit that does not have the legal capacity to have appointed or elected officials, raise revenues, or perform general purpose governmental activities such as enacting laws, entering into contracts, or providing services.

Unorganized Territory (UT) – the statistical equivalent of an MCD encompassing contiguous area that is not within any functioning/nonfunctioning MCD or incorporated place.