

**BAS-1L
(9-2012)**



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 conducts 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** of the survey year. This voluntary survey is an important opportunity for you to ensure that we have the correct boundary and legal name for your government. The Census Bureau will use the boundary information you provide to report data from the Population Estimates Program (PEP), the American Community Survey (ACS), and other Census programs and surveys.

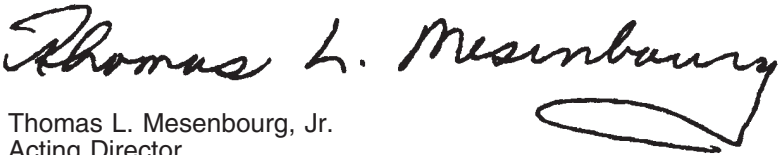
The Census Bureau is requesting that your governmental unit review your boundary online <<http://www.census.gov/geo/www/bas/bashome.html>> and respond to the survey online or return the enclosed Annual Response Form. Place an "X" in the appropriate box to indicate whether your governmental unit has boundary changes to report. If your governmental unit has changes to report, place an "X" in the box next to your preferred submission method. The Census Bureau will only ship maps and other materials to governments who request them. For an explanation of the various submission methods, please refer to the reverse side of the Annual Response Form. Confirm that all contact information is correct.

Respond online, or fax the completed form to the Census Bureau before **February 15** using the toll-free number, 1-800-416-3262. Fax the form only. Please do not include a cover sheet. You may also mail the form to the Census Bureau in the enclosed postage-paid envelope or send by e-mail to <geo.bas@census.gov>.

If your governmental unit has boundary changes to report, please submit them to the Census Bureau by **March 1**. All annexations received by **March 1** will be included in this year's boundary delivery for the PEP and the ACS. All annexation and boundary corrections received by **May 31** will be included in BAS materials for next year. The Census Bureau will attempt to include street and landmark updates as resources permit. Please note that your response to the BAS does not replace any state or county reporting requirements. BAS Respondent Guides, forms, maps, and shapefiles are available for download from the Census Web site <<http://www.census.gov/geo/www/bas/bashome.html>>.

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please e-mail <geo.bas@census.gov>, telephone 1-800-972-5651, or visit <<http://www.census.gov/geo/www/bas/bashome.html>>.

Sincerely,



Thomas L. Mesenbourg, Jr.
Acting Director

Enclosures