

**Request for Non-Substantive Change to the Boundary Annexation Survey**  
**OMB Control No. 0607-0151**  
**U.S. Department of Commerce**  
**U.S. Census Bureau**

**Purpose**

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) annually to collect information about selected legally defined geographic areas. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information collected in the BAS to tabulate data for the decennial and economic censuses, and for annual estimates and surveys such as the American Community Survey (ACS) and the Population Estimates Program. The Boundary and Annexation Survey is authorized by Section 6 of Title 13 of the United States Code.

This Non-substantive Change request is to update the 2018 BAS materials from the currently approved collection.

**Background**

The current BAS OMB collection was approved for three years on 12/31/2015. In addition, OMB approved a Non-substantive Change on 9/6/2017 and another on 12/29/2017 to update materials in the current BAS OMB collection. The Census Bureau has made some additional changes to the 2018 BAS state certification to use plain language, based on feedback from users and outside consultation.

This Non-substantive Change is a request to submit revised copies of two letters that will be used in the 2018 BAS State Certification. There are no substantive changes to the program resulting from this change, as the finalized letters do not change the content or objective of the program. The changes made were to make the letters more readable based on partner feedback.

**Burden**

The burden of the BAS is unchanged by this update.

**Attachments**

<b>BAS State Certification Materials</b>		
<b>Changes as part of this NSC.</b>	<b>Material identification</b>	<b>Description of Material</b>
Plain language updates.	<b>BASSC 1L</b>	State Certification Letter to the Local: Includes details of discrepancies of changes reversed between state and census data.
Plain language updates.	<b>BASSC 2L</b>	State Certification Letter to the Local: Includes details of discrepancies of changes not reported to the Census Bureau between state and census data.

**BASSC-1L  
(2-2018)**



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

Dear <CONTACT\_SALUTATION> + <BAS\_LAST\_NAME>:

Every year, the U.S. Census Bureau (Census Bureau) conducts the Boundary and Annexation Survey (BAS) to provide an opportunity for tribal, state, and local governments to ensure their legal boundaries, names, and government statuses are correctly recorded with the federal government. Following the BAS, the BAS State Certification Program provides the governor-appointed State Certifying Official (SCO) an opportunity to verify that the legal boundary, legal name, and governmental status received through the BAS were reported in accordance with the state law. This ensures the accuracy of geographic boundaries used to tabulate data for the decennial and economic censuses, and for annual estimates and surveys such as the Population Estimates Program and the American Community Survey.

During the 2017 BAS State Certification Program, the SCO reviewed changes submitted to the 2017 BAS. Your state's SCO notified the Census Bureau that one or more boundary changes were not implemented in accordance with state law. Those changes are listed on the attached form. If you believe these boundary changes are legally in effect, please ensure the required documentation is filed with the appropriate state or county level agency. Once resolved, please resubmit the boundary changes with appropriate documentation to the Census Bureau by email to [geo.bas@census.gov](mailto:geo.bas@census.gov).

If you have any questions, please contact Ms. Allison Shafer of the Census Bureau's Geography Division by email at [geo.bas@census.gov](mailto:geo.bas@census.gov) or by phone at (301)763-1099.

Sincerely,

Ron S. Jarmin  
Performing the Non-Exclusive Functions  
and Duties of the Director

Enclosure

**BASSC-2L  
(2-2018)**



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

Dear <CONTACT\_SALUTATION> + <BAS\_LAST\_NAME>:

Every year, the U.S. Census Bureau (Census Bureau) conducts the Boundary and Annexation Survey (BAS) to provide an opportunity for tribal, state, and local governments to ensure their legal boundaries, names, and government statuses are correctly recorded with the federal government. Following the BAS, the BAS State Certification Program provides the governor-appointed State Certifying Official (SCO) an opportunity to verify that the legal boundary, legal name, and governmental status received through the BAS were reported in accordance with the state law. This ensures the accuracy of geographic boundaries used to tabulate data for the decennial and economic censuses, and for annual estimates and surveys such as the American Community Survey and Population Estimates Program.

During the 2017 BAS State Certification Program, the SCO reviewed changes submitted to the 2017 BAS. Your state's SCO notified the Census Bureau that one or more boundary changes for your government were not reported to the BAS. Those changes are listed on the attached form. In order to ensure they are included in the Census Bureau's database, please submit the boundary changes that are legally in effect to the BAS by May 31, 2018.

If you have any questions, please contact Ms. Allison Shafer of the Census Bureau's Geography Division by email at [geo.bas@census.gov](mailto:geo.bas@census.gov) or by phone at (301)763-1099.

Sincerely,

Ron S. Jarmin  
Performing the Non-Exclusive Functions  
and Duties of the Director

Enclosure