



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

BASSC-4L
(10-2015)

<DATE>

<NAME>

<POSITION>

<DEPARTMENT>

<MAILING ADDRESS>

<CITY STATE ZIP>

Dear <CONTACT_SAL + LAST_NAME>:

The Governor's office notified the U.S. Census Bureau (Census Bureau) that you would be serving as the State Certifying Official (SCO) for the State of Alabama. Through this program, the Census Bureau asks you to verify the accuracy of the information received during the <YYYY> Boundary and Annexation Survey (BAS). The decennial census, Population Estimates Program, and the American Community Survey use the information collected through the BAS to tabulate and report data for communities in your state.

For the <YYYY> BAS State Certification program, all information and guidelines for review, including the BAS State Certification listings and the *BAS State Certification Respondent Guide*, can be found on the BAS State Certification Web page at the following address: <https://www.census.gov/programs-surveys/bas/information/state-certification-program.html>. From this Web page, select your state name in the drop-down box to be directed to an ftp site where you can find the materials for download. We are providing you with the following information from the <YYYY> BAS:

- List 1-governments that have disincorporated, become inactive, or otherwise ceased to exist;
- List 2-legal boundary changes reported to the <YYYY> BAS effective as of January 1, <YYYY>; and
- List 3-names and functional statuses of incorporated places.

According to our research of laws in the State of Alabama, local governments must report annexations and deannexations to the Legislative Reapportionment Office, incorporations to the Secretary of State, and disincorporations to the County Judge of Probate. Attached for your reference, you will find a brief summary of the state laws. Please contact my staff as soon as possible if there are any records in the provided data files that are in violation of state or county law, which need to be removed from our database. Return the certified listings to the Census Bureau no later than <DATE>. Refer to the *BAS State Certification Respondent Guide* located on the BAS State Certification Web page at the link above for further information.

If you have any questions or require additional information, please have a member of your staff contact Ms. Allison Shafer of the Partnership Communication and Outreach Branch by telephone at 301-763-1099 or by email at geo.bas@census.gov.

Sincerely,

Deirdre Dalpiaz Bishop
Chief, Geography Division

By email



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ALABAMA (01)

Source: Alabama Code of 1975, Title 11 Counties and Municipal Corporations

Type	Filing	Citation	Highest Receiving Authority
Annexation	STATE	Section 11-42-7	Legislative Reapportionment Office
Deannexation	STATE	Section 11-42-7	Legislative Reapportionment Office
Incorporation	STATE	Section 11-41-4	Secretary of State
Disincorporation	COUNTY	Section 11-41-23	County Judge of Probate

Once issue of incorporation passes election, and an enumeration of the inhabitants residing within the affected territory is complete, the Judge of Probate shall issue an order of incorporation and shall file a copy of the order with the Secretary of State (Sect. 11-41-4). In addition, the Judge of Probate shall hear any issue pertaining to disincorporation and, if upon such hearing, the Judge of Probate may decree to dissolve the incorporated place (Sec. 11-41- 23). Any incorporated place that annexes or deannexes property shall notify the Legislative Reapportionment Office of such action (Sec. 11-42-7).

We estimate that completing this program will take a total of 10 hours on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to geo.bas@census.gov. This collection has been approved by the Office of Management and Budget (OMB). The eight digit OMB approval number that appears at the upper left of



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the letter confirms this approval. If this number were not displayed, we could not conduct this survey. The Census Bureau conducts this program under the legal authority of the Title 13 U.S. Code, Section 6.