

E-mail: BASSC 4L <overprinting> and Text

Subject: <YYYY> Boundary and Annexation Survey (BAS) – Boundary Change Marked for Removal from Census Bureau Records

<DATE>

Dear <BAS_FIRST_NAME> + <BAS_LAST_NAME>:

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) every year to update legal boundaries, names, and the status of all governments. Following each BAS cycle, the Census Bureau conducts the BAS State Certification Program to review and certify updates sent through BAS. A governor-appointed State Certifying Official (SCO) verifies that the legal boundary, legal name, and status received through the previous BAS cycle were reported in accordance with state laws and that no legal changes are missing from the Census Bureau's data.

During the <YYYY> BAS State Certification Program, your state's SCO notified the Census Bureau that one or more boundary changes reported to the <YYYY> BAS were not reported to the appropriate state agency. The changes are listed on the attached form.

To ensure the changes are included in the Census Bureau's database, please complete the following action steps:

1. Review the missing changes listed on the attached BAS State Certification Discrepancy Form.
2. If a change is legally in effect, ensure the required documentation is filed with the appropriate state or county level agency.
3. Once the change is reported to the appropriate state or county level agency, resubmit the boundary change and supporting documentation to the current BAS cycle by May 31st.
4. If a change is not valid or you have questions about a change listed on the form, please contact the Census Bureau.

Thank you for your participation in BAS.

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

BAS State Certification Program Website: <<https://www.census.gov/programs-surveys/bas/information/state-certification-program.html>>

General BAS Information: <<https://www.census.gov/programs-surveys/bas.html>>

Attachment: BAS State Certification Discrepancy Form (BASSC-4L)