



STATE BOARD OF EQUALIZATION
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November 1, 2001

JAMES E. SPEED
Executive Director
No. 2001/067

TO COUNTY ASSESSORS AND INTERESTED PARTIES:

ASSESSORS' HANDBOOK SECTION 201
ASSESSMENT ROLL PROCEDURES

Board staff is beginning a project to revise Assessors' Handbook Section 201, *Assessment Roll Procedures*. In order to make the drafting of this document comprehensive, we are seeking suggested topics and comments regarding the content of this handbook section from interested parties.

Among the areas covered by the handbook section are the scope and purpose of the secured and unsecured rolls, roll contents, roll preparation and completion and enrollment of supplemental assessments. The handbook section should also provide guidance on electronic processing and electronic formatting of assessment roll information.

It is anticipated that the first phase of the revision process will proceed as follows:

- Interested parties are given an opportunity to submit suggestions for subject matter and revisions to the existing handbook section. Suggestions are due to staff by January 16, 2002.
- Staff will review the suggestions received and prepare a draft of the revised handbook section.

A more detailed project schedule will be available upon approval of the 2002 Property Tax Committee Work Plans.

This letter and all future letters regarding this project will be posted to the Board's Web site (www.boe.ca.gov) and can be accessed by way of the following links: (1) Property Taxes, (2) Property Tax Committee Work Plans. If you have any questions, comments, or suggestions regarding this project, please contact Mr. Gordon Ferguson at (916) 322-3815; gordon.ferguson@boe.ca.gov or Mr. Lou Ambrose at (916) 445-5580; lou.ambrose@boe.ca.gov.

Sincerely,

Richard C. Johnson
Deputy Director
Property Taxes Department

RCJ:lt