

0320.01 Forms Management Programs

Issued January 6, 1997

SUBJECT: Forms Management Programs.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To improve the efficiency of State government through forms management programs, including but not limited to surveying, analyzing, designing, printing, distributing, using and reporting of all public forms.

CONTACT AGENCY: Department of Management and Budget (DMB) –
Agency Services, Print, Warehouse, and Surplus Services
Printing Services
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SUMMARY: Each agency must develop a forms management program to review, monitor and control the design and use of its public forms.

APPLICABLE FORMS: None.

PROCEDURES:

Printing Services – Forms Management Program:

- Develops and publishes standards for forms.
- Conducts periodic review of the effectiveness of the overall forms management program.
- Publishes recommended forms management standards.
- Coordinates, through Civil Service, training and information programs that relate to all phases of forms design and management.

Agency:

Must establish a forms management program and:

- Develop a catalog or listing of all public forms in use by the agency, indicating the authority for and purpose of each form.
- Identifies a forms management officer.
- Insure that its public forms are in compliance with design standards as established by DMB. (See Procedure 0320.02.)
- Insures that each form has a unique public identifier (form number).
- Receive, review and respond to complaints and inquiries related to public forms that it uses.
- When requested, provide a report to the DMB's Forms Management Program on the status of its Forms Management Program (see Procedure 0320.03).
