

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 03/05/2001	NUMBER 01.04.115
	SUBJECT <b>FORMS MANAGEMENT</b>	
SUPERSEDES 01.04.115 (02/01/99)		AUTHORITY MCL 791.203
ACA STANDARDS NONE		PAGE 1 OF 2

**POLICY STATEMENT:**

Standardized Department forms shall be developed and used to identify, collect, and distribute information to staff, offenders, victims, private agencies, other governmental agencies and the public in accordance with this policy.

**POLICY:**

GENERAL INFORMATION

- A. For purposes of this policy, "Deputy Director" includes the Executive Assistant to the Director and the Administrator of the Office of Audit, Internal Affairs and Litigation, and "Warden" includes the Administrator of the Special Alternative Incarceration program facility.
- B. This policy only applies to Department forms which:
  - 1. Are used in accordance with requirements set forth in Department policy directives.
  - 2. Are used Department-wide.
  - 3. Are required to be completed by employees of more than one administration.
  - 4. Are included in an offender's commitment file.
  - 5. Are required to be completed by members of the public.
- C. Notwithstanding Paragraph B, the appropriate Deputy Director may require any form to be developed and approved in accordance with this policy.
- D. Department forms shall be used only if approved in accordance with this policy. Department forms, including electronic forms, shall not be altered except as authorized by this policy.
- E. Except for electronic forms, all Department forms shall be ordered through the Procurement Section, Bureau of Fiscal Management, Administration and Programs (A&P).
- F. The A&P Deputy Director shall designate a Forms Manager. The Forms Manager or designee shall maintain a forms index, which shall be updated as needed. The index shall identify all current Department forms, including electronic forms, each form's identification number and most recent effective date, and whether the form is an electronic form or available only in hard copy. Copies of the forms index shall be made available to appropriate administrators for use by staff. The Forms Manager or designee also shall maintain an original of all Department forms, including electronic forms.

DEVELOPMENT OF DEPARTMENT FORMS

- G. All requests to create new or revise Department forms, including electronic forms, shall be submitted for approval through the chain of command to the appropriate Deputy Director on a Request For New or Revised Form (CAH-180). A sample of the form requested, or revision to be made to an existing form,

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shall be attached to the request. If approved, the request shall be submitted to the Forms Manager or designee.

- H. The Forms Manager or designee shall review each request received and ensure the proposed form is correctly formatted, is assigned a unique identification number, was approved by the appropriate Deputy Director, and complies with any applicable Department of Management and Budget (DMB) requirements. Questions regarding the appropriateness of a request shall be referred to the A&P Deputy Director for resolution.
- I. The Forms Manager or designee shall forward approved hard copy forms to the appropriate print shop to obtain a proof for review. The proof shall be reviewed by both the Forms Manager and the appropriate Deputy Director, or their designees, before being finalized and made available for use.
- J. All Department forms shall include the distribution at the bottom of the form, if applicable. Questions regarding proper distribution of forms designated for filing in offender files shall be directed to the Records Administrator, Office of Planning, Research and Management Information Services, A&P or designee.
- K. Staff may convert an approved form to an electronic format without complying with the form development process set forth in this policy provided that substantive changes are not made to the overall appearance or content of the approved form. Questions as to whether the overall appearance or content of the form is substantively changed shall be referred to the Forms Manager or designee for resolution.
- L. Each Deputy Director shall ensure the Retention and Disposal Schedule (DMB-504) for his/her area of control is revised as necessary when a new form is created.
- M. Each member of the Executive Policy Team and Administrative Management Team and each Warden may establish a process for the development of forms that are circulated only within his/her area of control. However, such forms shall not be created or used in lieu of a form required to be developed in accordance with this policy.

#### OPERATING PROCEDURES

- N. The A&P Deputy Director shall ensure that within 60 days of its effective date, procedures necessary to implement this policy directive are developed.

#### AUDIT ELEMENTS

- O. A Primary Audit Elements List has been developed and will be provided to the A&P Deputy Director to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:02/02/01