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| MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE | EFFECTIVE DATE 12/01/2018 | NUMBER 01.04.115 |
| | SUBJECT FORMS MANAGEMENT | |
| SUPERSEDES 01.04.115 (03/05/2001) | | |
| AUTHORITY MCL 791.203 | | |
| ACA STANDARDS NONE | | |
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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. This policy only applies to Department forms that fall into one of the following categories:
 - 1. Forms used in accordance with requirements set forth in Department policy directives.
 - 2. Forms used Department-wide.
 - 3. Forms required to be completed by employees of any administration.
 - 4. Forms included in an offender's commitment file.
 - 5. Forms required to be completed by members of the public.
 - 6. Forms included in an offender's health record.
 - 7. Forms no longer required to be utilized.

- B. Notwithstanding Paragraph A, the appropriate Deputy Director/Executive Administration Administrator may approve the development of a form in accordance with this policy directive and corresponding operating procedure. Development of a form can be initiated at any level to address specific operational needs but must be processed through the chain-of-command.

- C. 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. Forms that have not been approved or assigned a form identification number shall not be placed in any offender file.

- D. Except for electronic forms, all Department forms shall be ordered from Michigan State Industries (MSI), Department of Technology Management and Budget (DTMB), or a quoted and approved vendor. Orders shall be made through a purchase order/requisition submitted through the worksite's normal ordering process.

- E. The Budget and Operations Administration (BOA) Deputy Director shall designate a Forms Coordinator. The Forms Coordinator or designee shall maintain an original of all Department forms, including electronic forms.

- F. The Forms Coordinator or designee shall maintain a forms index that shall be updated as needed. The index shall identify all current Department forms, including electronic forms. For each form, the index shall include the form identification number, the most recent effective date, the date the form is scheduled for review, and whether the form is available as an electronic form, a hard copy form, or both. The forms index shall be made available in the Document Access System (DAS).

- G. All forms shall be reviewed every three years at a minimum. The review date will be determined by the last review/revision date. Reviews shall be completed by no later than July 15 of each review year. The Forms Coordinator shall notify the appropriate Deputy Director/Executive Administration Administrator when forms under

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his/her administration are due to be reviewed. The appropriate Deputy Director/Executive Administration Administrator shall ensure staff is assigned to complete the review and process any necessary revisions in accordance with this policy.

CREATION AND REVISION OF DEPARTMENT FORMS

- H. All requests to create a new Department form or revise an existing Department form, including an electronic form, shall be submitted for approval through the chain of command to the appropriate Deputy Director/Executive Office Administrator or designee. Requests shall be made on an Approval for New, Revision or Deletion of Form (CAH-180). A request to create a new form shall include a copy of the proposed form. A revision to an existing form shall include a copy of the current form, proposed revision, and final version. If approved, the request shall be submitted to the Forms Coordinator or designee.
- I. The Forms Coordinator or designee shall review each request received and ensure the proposed form is correctly formatted, is assigned a unique identification number, is approved by the appropriate Deputy Director/Executive Administration Administrator and complies with any applicable DTMB requirements.
- J. For MSI printed forms only, the Forms Coordinator 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 Coordinator and the appropriate Deputy Director/Executive Administration Administrator before being finalized and made available for use.
- K. For electronic forms, the Forms Coordinator shall ensure the form is placed in the Department's Document Access System (DAS) and/or other appropriate Department computerized database(s).
- L. All new and revised Department forms shall include the distribution at the bottom of the form, if applicable. If not already present, the distribution shall be added to existing forms when the form is revised. Questions regarding proper distribution of forms designated for filing in offender files shall be directed to the appropriate administration's Assistant Deputy Director (ADD) or designee.
- M. 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.

DELETION OF FORMS

- N. All requests to delete Department forms, including electronic forms, shall be submitted on an Approval for New, Revision or Deletion of Form (CAH-180) for approval through the chain of command to the appropriate Deputy Director/Executive Administration Administrator or designee. If approved for deletion, the request shall be submitted to the Forms Coordinator or Designee who shall ensure it is removed from the Department's computerized databases.

OPERATING PROCEDURES

- O. If necessary, to implement requirements set forth in this policy directive, the BOA Deputy Director shall ensure procedures are developed or updated.

AUDIT ELEMENTS

- P. A Primary Audit Elements List has been developed and is available on the DAS to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

APPROVED: HEW 10/18/2018