

**STATE FORMS
MANAGEMENT ACT**

Section 37.300 indicated that, with the exception of the Department of Conservation, the Department of Transportation, the Department of Labor and Industrial Relations and the University of Missouri, all other state departments, boards, bureaus, commissions, or other units of the executive branch of state government are to comply with the Forms Management program.

However, Forms Management has determined at this time not to require any state universities and colleges to comply with the design, analysis and forms management aspects of the program. This is due mainly to the geographic locations of the universities. It would be difficult for the Forms Management staff as well as university employees to travel between locations to review, analyze and design forms.

Should universities and colleges want to utilize Forms Management's services in forms analysis, design and typesetting it will be done on a volunteer basis. Such services will be provided via the mail services, telephone and walk-in traffic. Our phototypesetting service provides top quality camera ready copy at no cost.

For the time being, the only part of the program that universities are required to comply with is to submit all requests for office copiers and printing equipment to Forms Management for review and approval prior to submitting to Purchasing (Section 37.350).

STATE FORMS MANAGEMENT ACT

37.300. Definitions. - As used in sections 37.300 to 37.390 of this act, the following words and terms have the meanings indicated unless the context clearly requires otherwise:

- (1) "Agency", each state department, office, board, bureau, commission, or other unit of executive branch of state government except for the Department of Conservation, the Department of Transportation, the Department of Labor and Industrial Relations and the University of Missouri;
- (2) "Form", every piece of paper, transparent plate, or film containing information, printed, generated, or reproduced by whatever means, with blank spaces left for the entry of additional information to be used in any transaction involving agencies of the state;
- (3) "Forms Management", the program maintained by the Forms Management Unit to provide continuity of forms design procedures from the form's origin up to its completion as a record by determining the form's size, style and size of type; format; type of construction; number of plies; quality, weight and type of paper and carbon; and by determining the use of the form for data entry, as well as distribution;
- (4) "Records Coordinator", a person designated by an agency to serve as an information liaison person between the agency and unit; and
- (5) "Unit", the Forms Management Unit created herein.

37.310. Forms Management Unit established, agencies to cooperate. - A Forms Management Unit is hereby established within the Office of Administration. The unit shall develop a forms management program for state agencies, and shall implement the provisions of this act. Each agency shall fully cooperate with the unit, and shall furnish all requested information and assistance.

37.320. Director, appointment, qualifications - member of State Records Commission - staff to be employed under system. -

1. The Commissioner of Administration shall appoint a director as the executive head of the Unit. The director must be experienced in the principles of information and forms management, archives, and the affairs and organization of state government. He shall be a person who is qualified by training and experience to administer the affairs of the unit.
2. The director shall appoint such staff as may be necessary to implement the provisions of this Act. All staff members shall be appointed pursuant to the provisions of Chapter 36, RSMo.
3. The director shall also serve as an additional voting member of the state records commission established by the provisions of section 109.250, RSMo.

37.330. Unit's power and duties. - The Forms Management Unit shall:

- (1) Establish a forms management program for state government including the design, typography, format, logo, data sequence, form analysis, form number, and agency file specifications;
 - (2) Establish a central state form numbering system and a central cross-index filing system of all state forms, and shall standardize, consolidate and eliminate, wherever possible, forms used by state government;
 - (3) Approve, and provide camera-ready copy for all forms to be printed;
 - (4) Require that all new or revised forms be purchased or printed only after approval of the Unit;
 - (5) Cooperate with the state records commission in developing and implementing record retention schedules;
- and
- (6) Have authority to examine and catalog all forms used or requested by agencies.

37.340. Standardization of forms and business materials - approval for agencies' forms required. - The Unit shall be responsible for the design, redesign, numbering, and standardization of all forms used by state agencies. The Unit may consolidate forms so as to be usable for more than one purpose, shall eliminate outdated, obsolete and unneeded forms, and shall give assistance to agencies in designing forms so as to provide more useful information. No agency shall print or have printed any new or revised form until such form has been approved by the Unit. The Unit shall attempt to standardize letterheads, business cards, envelopes and other similar materials so that economies of scale may be readily obtained. In designing forms for agencies, the Unit shall confer with appropriate representatives of the agency to determine that only such information as is necessary or relevant to the agency's functions is being collected on forms of the agency.

37.350. Purchasing Division prohibited from awarding contract or lease - for forms and certain equipment without approval. - Notwithstanding any other provision of law, no agency shall purchase, lease or rent any copy machine or printing equipment until the purchase, lease or rental agreement has been approved by the Commissioner of Administration, nor shall the Purchasing Division approve, on behalf of any agency, any such purchase, lease or rental agreement. The Commissioner of Administration may waive the Commissioner's approval authority for any specific level or type of equipment that may be requested by state agencies.

37.360. Unit to furnish services to whom. - The Unit shall offer its services to agencies within the legislative and judicial branches of government, and to those agencies of the executive branch which are otherwise excepted from the provisions of this Act.

37.370. Agencies to designate employee as records coordinator - duties. - Each agency shall designate at least one employee as a records coordinator. The records coordinator shall, on behalf of the agency, be responsible for seeing that every form used by the agency is presented to the Unit for cataloging and identification, and that record retention programs established by the State Records Commission are being followed and observed.

37.390. Failure to obtain approval of Unit - personal liability. - Any purchase made which is contrary to the provisions of sections 37.300 to 37.390, shall not result in any liability to the state, but the person authorizing such purchase shall be personally liable for any debt so incurred.