



Division Directive Number
1.040
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Title: Forms Development Committee

Application: Applies to Division of Developmental Disabilities Regional Offices.

Purpose: Describes the Division's policy on the process to manage statewide form development to ensure consistent and cost effective measures in the development and procurement of forms used by the Regional Offices.

Definitions:

Forms: 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.

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.

OneForms: OneForms are electronic forms available through Forms Services with the Office of Administration. Forms Services has created electronic versions of many State of Missouri's paper forms by using software called OneForm by Amgraf. 

Records Coordinator: A person designated by an agency to serve as information liaison between the agency and the Forms Management Unit.

State Forms Management Act: Outlines the State of Missouri's forms management program per Missouri Revised Statutes Chapter 37 sections 37.300 – 37.390.

Unit: The Forms Management Unit created herein is responsible for the development of a forms management program for state agencies and the implementation of the provisions of the *State Forms Management Act*. Each agency shall fully cooperate with the unit, and shall furnish all requested information and assistance.

PROCESS OF FORMS MANAGEMENT

The Forms Development Committee shall review all required or recommended forms for ensuring all Regional Offices utilize the same forms for the same purposes. The ad hoc Forms Development Committee members will consist of individuals who have expertise in the subject area pertaining to the form being developed and

these members will be assigned by Regional Directors. Forms Development will be a standing agenda item during Regional Director meetings and each form will be approved by all Regional Directors prior to utilization. All required or recommended forms will be submitted by the Regional Director or designee to the Forms Development Committee a minimum of three months prior to planned implementation and utilization.

The Forms Development Committee will communicate with all Regional Offices regarding forms that are to be utilized. The committee will forward all approved forms to Regional Directors who will then have the responsibility for forwarding to all appropriate entities including Senate Bill 40 Boards (SB40) and not-for-profit TCM agencies.

Information regarding The Forms Development Committee's contact will be located in the [Service Coordination Manual](#) on the Division of Developmental Disabilities website.

STATE FORMS MANAGEMENT ACT

All Regional Offices will comply with the Office of Administration's Forms Management program as outlined in the State Forms Management Act per RSMO Sections 37.300 – 37.390.

Section 37.300 indicates 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.

DESIGNATION OF RECORDS COORDINATOR

Each Regional Office 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 Regional Office 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.

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.

PRINTING PROCEDURES

RSMO Section 37.340 indicates that no agency shall print or have printed any new or revised form until such form has been approved by the Unit. All printing requisitions or requests for state forms are to be routed through Forms Management. This applies to any new or revised forms that Forms Management has created as well as by any other source.

The *Requisition for State Forms and Paper (MO 931-3675)* and the *Printing Requisition (MO 300-0298)* forms will be used for requesting new, revised, or reprinted forms.

RSMO Section 37.340 also outlines the process for the following:

- Printing by the State Printing Center
- Printing by the Quick Copy Center
- Waiver approval to be printed by a vendor
- Jobs to be printed by Missouri Vocational Enterprises

- Forms to be printed by requesting agency print shop
- Preprinted forms to be acquired from an office supply store
- Forms that are currently on a state contract
- Assigning and printing form numbers on envelopes

STATE FORM NUMBERING

RSMO Section 37.330 establishes 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.

RSMO Section 37.300 also outlines the process for the following:

- Structure for state form number
- Assignment of state form numbers
- Location of state form numbers
- Location of Agency/Department number
- First printing or revision dates
- Obsolescence of state form numbers
- Assigning and printing form numbers on envelopes

State form numbers are assigned when the agency/department submits their forms collection to the forms unit or at the initialization of a new form. No individual agencies shall assign state form numbers.

ONEFORM

OneForm allows agencies with electronic versions of forms to enable their user to fill in data, save forms to a file, transfer data via e-mail or to print on demand from laser printers.

These electronic versions of forms, or “eforms”, are created by Forms Management in the Office of Administration. They are identical to their paper counterparts and can be provided by Forms Management to agencies without the expense of having to purchase a filler package.

OneForm instructions are available on the following website: http://oa.mo.gov/gs/form/fm_indiv.htm

The Electronic Forms Download Guide is available through the following link: http://oa.mo.gov/gs/form/fm_guide.htm

Regional Offices will determine when the use of OneForm is the most cost effective and efficient manner in the use of and procurement of forms.

Authority

Missouri Revised Statutes, Chapter 37 - Office of Administration <http://www.moga.mo.gov/statutes/C037.htm>
 Office of Administration – Forms Services http://oa.mo.gov/gs/form/fm_index.shtml