

**ESTABLISHING THE AGENCY PROGRAM**

**1705**

(Revised 9/09)

[Government Code Section 14750\(a\)](#) requires each agency head to “establish and maintain an active, continuing program for the economical and efficient management of the records and information collection practices of the agency. The program shall ensure that the information needed by the agency shall be obtained with a minimum burden upon individuals and businesses...”

[Government Code Section 14771\(a\)\(4\)](#) requires the Director of the Department of General Services (DGS), through the Forms Management Center (FMC), to “provide assistance, training, and instruction in forms management techniques to state agencies, forms management representatives, and departmental forms coordinators . . .”

[Government Code Section 14772](#) requires the director of each State agency to “. . . appoint a forms management representative and provide necessary assistance to implement the State Forms Management Program within the agency.” The Forms Management Representative (FMR) usually has a level of responsibility equivalent to a staff services manager position.

The FMR appoints and works with the Departmental Forms Coordinator (DFC) to manage and maintain the Forms Management Program (FMP) within the agency. The primary responsibility of the DFC is to serve as liaison between the agency and the FMC. The DFC usually has a level of responsibility equivalent to that of a staff services analyst position.

These appointments are made using the form FMC 105 – State Forms Management Program Appointments, signed by the department director, and submitted to the Forms Management Center (FMC). You may access a copy of the FMC 105 via the following website address:

<http://www.osp.dgs.ca.gov/StandardForms/forms+Coordinators.htm>

Agencies may also staff their FMP with forms program managers, forms analysts, forms designers, forms authors, forms programmers, and proofreaders to assist their Forms Management Representative (FMR) and Departmental Forms Coordinator (DFC) in carrying out the forms management responsibilities of the agency.

Classifications commonly used to staff the FMP have been staff services managers, associate governmental program analysts, staff services analysts, digital composers, information officers, and information systems analysts. Staff assigned to the FMP should possess the skills, knowledge, and abilities to carry out the duties detailed in SAM Chapter 1700, the [Addendum to SAM Chapter 1700](#), and the FMC’s handbooks.

[Government Code Sections 14771\(a\) and 14775](#) require the director of each State agency to fulfill legislative requirements needed to effectively implement the State Forms Management Program (FMP). Such requirements may involve submitting various reports to the DGS FMC.