FORMS DESIGN STANDARDS 1720

(Revised 9/09)

Forms can be filled out and designed on paper or by electronic media. Agencies should follow the forms design standards, criteria, and techniques presented in the Forms Design Handbook. All agency forms and all STD. forms must contain the term 'State of California', the authoring department's name, a form title, a form number, and a form creation or revision date. Contact the Forms Management Center (FMC) for information about forms design standards and forms design software.

Refer to SAM Section 1710 for Agency Forms and STD. Forms definitions.

Forms not included in the STD. Forms Program may not carry 'STD.' or any variation of that designation as a prefix to the form number. If a form is removed from coordination as an STD. form and returned to management of the generating agency, the agency must change the number and identification at the next printing. These forms may carry a statement such as 'Formerly STD. XXX'.

It is not advisable to preprint names of employees on forms unless there are compelling reasons to do so. An exception may be made for names of elected or appointed officials. Please refer to the Addendum to SAM Chapter 1700.