BUSINESS-USE INVENTORY **1735**
(Revised 9/09)

Government Code Sections 14771(c) and 14775 require the development, maintenance, and review of a statewide inventory of non-tax business-use forms and reports used by State agencies to collect and/or solicit information from businesses.

This inventory is known as the Business-Use Inventory which is comprised of the forms your department has created in order to conduct its daily business and reports that it requests of businesses. For the purpose of this inventory, a business is defined as a non-governmental entity such as a corporation, organization, partnership, business trust, etc. The procedures for satisfying the responsibilities for the Business-Use Inventory are contained in the Addendum to SAM Chapter 1700.

Government Code Section 14771(c) requires the Director of the Department of General Services (DGS), through the Forms Management Center (FMC), to develop and maintain the statewide Business-Use Inventory, and notify State agencies of their annual review requirements.

Government Code Section 14775(b) requires each State agency commencing December 31, 1995, to review one-third of its Business-Use Inventory on an annual basis.

As part of the annual review requirements, each State agency is to eliminate those forms and/or reports that are not mandated by statute. However, an agency head may certify the continued use of a form and/or report if the information provided on the form and/or report meet specific requirements detailed in Government Code Section 14775(b).

Government Code Section 14775(c) states that a business may contest an agency head's certification of the continued use of a form and/or report.