

TERMS AND DEFINITIONS

(Revised 12/13)

Business-Use Forms/Reports – State forms and/or reports used to collect and/or solicit information from businesses. See [Government Code Sections 14771\(c\)](#) and [14775](#).

Public-Use Forms – State forms used to obtain or solicit facts, opinions, or other information from the public or private citizens, etc. See [Government Code Section 14741\(1\)](#).

State Standard (STD.) Forms – State forms developed for use by all agencies to carry out common statewide administrative functions. See [Government Code Sections 14771\(a\)\(2-6\)](#).

Agency / Departmental Forms – State forms created and used specifically by an agency to carry out the agency's administrative functions. The term 'agency' refers to appropriate departments, offices, boards, commissions, etc.

Forms Management Representative (FMR) – An individual appointed by the department's director to implement the agency's FMP. See [Government Code Section 14772](#).

Departmental Forms Coordinator (DFC) – An individual appointed by the department's FMR to serve as liaison between the agency and the FMC.