

**FORMS MANAGEMENT TRAINING AND GUIDELINES**

**1715**

(Revised 12/13)

As required by [Government Code Section 14771\(a\)\(4\)](#), the Forms Management Center (FMC) provides training and assistance in all aspects of establishing and implementing the State Forms Management Program (FMP). The training consists of three classes, Forms Management, Forms Analysis and Design, and Introduction to Electronic Forms. These classes are available to any State employee who has forms management, analysis, and/or design responsibilities. Departmental Forms Coordinators (DFCs) are strongly encouraged to attend these classes.

State agencies may contact the FMC to coordinate and schedule training sessions.

All agencies must implement an effective FMP as detailed in the Forms Management Handbook, SAM Chapter 1700, and the [Addendum to SAM Chapter 1700](#). The Handbook and Addendum contain guidelines for the program and are used in the FMC's classes. The Forms Design Handbook, which is used in the Forms Analysis and Design class, explains the basic techniques and criteria of proper forms design for the State of California.

State agencies may contact the FMC to request copies of the Forms Management and Forms Design handbooks.