

Each state agency is required to submit an inventory of its forms to the director of the Department of General Services. Thereafter, a review of this inventory shall be submitted on a triennial basis.

AGENCY NAME	DATE OF REPORT
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Government Code 14775 (b):

Upon review, a report or form shall be eliminated unless the agency head certifies that each reporting requirement meets all of the following criteria:

- (1) The continued reporting requirement is necessary for the agency to meet specifically identified statutory responsibilities.
- (2) The agency has authority to require the report.
- (3) The report is not duplicatory of, or in conflict with, other reports required of business by the agency or other agencies of state government.
- (4) The information cannot be obtained in a more cost-effective manner.
- (5) The agency actually reviewed, and is actively using, the information obtained in the previous reports required of business

Government Code 14771 (a) (2) directs the Director of General Services, through the forms management center, to establish basic state design and specification criteria to effect the standardization of public-use forms.

State Administrative Manual Section 1720 provides State forms design standards:

All agency 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.

CERTIFICATION

I HEREBY CERTIFY that the agency's form inventory report submittal attached has been reviewed and meets the usage criteria set forth in Government Code Sections 14775 (b) and 14771 (a) (2).

SIGNATURE OF AGENCY HEAD	DATE SIGNED
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TYPE/PRINT NAME
