

DEPARTMENT FORMS INVENTORY REPORT INSTRUCTIONS

STATE OF CALIFORNIA
FORMS INVENTORY REPORT
DGS FMC 95 (New. 9/2014)

DEPARTMENT OF GENERAL SERVICES
FORMS MANAGEMENT CENTER

Department	Prefix	Form Number	Suffix	Name	Rev. Date	Category	URL (link)	Date Certified	Date Eliminated
General Services	GS-FMC	95	A	Form Usage Certification	9/2014	Administrative	http://www.documents.dgs.ca.gov/dgs/fmc/pdf/fmc95a.pdf	12/31/14	

FORMS INVENTORY REPORT (DGS-FMC 95)

Department: Your agency/department. (You may enter just once).

Report all divisions/offices/boards that report to your agency.

Form Number: Form number (Split into 3 parts for proper sorting)

Example: DGS-FMC 95A (Prefix="DGS-FMC" | Number="95" | Suffix="A")

Name: Title of Form (The title should short and descriptive: tells what the form is/does)

Rev. Date: Latest revision date.

Category: Choose from the predetermined categories using drop-down menu.

This will help users find your form and aid FMC in analysis of Statewide Inventory.

URL: Provide URL (if not posted online FMC will request only if needed).

Retain the same URL or inform FMC of changes to avoid breaking links.

Date Certified: Date *Form Usage Certification* (DGS-FMC 95A) signed: Your Agency Head must certify the forms listed on the report meet requirements for continued use. This report must be updated and submitted on a triennial basis. The date tracks when re-certification is due.

Date Eliminated: If applicable: Upon review, a form shall be eliminated unless the agency head certifies that each reporting criteria continues to be met. If form is no longer necessary, enter date it was eliminated (do not delete previous entry).

FORM USAGE CERTIFICATION (DGS-FMC 95A)

The *Form Usage Certification* (DGS-FMC 95A) will accompany the Forms Inventory Report.

It must be signed by your agency head certifying that each form listed in the inventory:

Contains the 5 basic identifying design elements:

1. Identify "State of California"
2. Department Name
3. Title/Name
4. Control Number
5. Revision Date

Meets Government Code Requirements:

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