

SAM – FORMS MANAGEMENT

PROGRAM SUMMARY, RESOURCES, AND CONTACTS

1700

(Revised 7/2014)

Government Code Section [14771](#) establishes the State Forms Management Program (SFMP) for all state agencies to facilitate the statewide standardization of all agencies' forms and forms management programs.

The SFMP is administered by the Forms Management Center ([FMC](#)) which is located within the Department of General Services, Office of Strategic Planning, Policy and Research, 707 Third Street, West Sacramento, California 95605. For inquires, telephone the FMC at (916) 375-4895, (916) 376-9931, or fax (916) 376-6340.

This chapter provides major policy for the SFMP, which includes, but is not limited to, criteria for forms design, inventory control systems, terms and definitions, review processes, agencies' responsibilities and reporting requirements. Procedures for complying with this policy are contained in handbooks available from the FMC.

The Forms Management and Forms Design handbooks are part of the FMC's resource documents and are based on 'best business practices' for forms programs. They contain guidelines, procedures, instructions, recommended readings, and other detailed information relating to state and departmental forms management programs.

The departmental forms coordinator (DFC) and/or other staff involved in the forms management responsibilities should contact the FMC for detailed information. See SAM Section 0030 for contact names and telephone numbers.