

SAM – FORMS MANAGEMENT

OTHER APPLICABLE FORM REQUIREMENTS

1745

(Revised 9/2015)

There are other pertinent laws and/or directives regarding forms to consider. This includes, but is not limited to:

Americans with Disabilities Act (ADA)

Section 508 of the Rehabilitation Act requires electronic and information technology to be accessible to people with disabilities, including employees and members of the public.

- The Rehabilitation Act: [Full text](#)
- US Department of Justice, Civil Rights Division: [Overview of Section 508](#)

Savable Documents

All State forms that are available online must be available in a fillable and savable format. This will help reduce errors, processing delays and enhance the user experience by providing a more efficient method to communicate with government.

Privacy and Disclosure

State and federal laws protect people's privacy and confidential information. An agency must obey these laws when gathering or disclosing information about an individual. These laws include requirements concerning the kind of information a form can request, the information that is provided by the individual, how to store the forms and their information; and disclosing the data on the forms.

- [Federal Privacy Act, Public Law 93-579](#)
- [Freedom of Information Act, 5 U.S.C. 552\(b\)\(6\)](#)
- [Information Practices Act, California Civil Code Section 1798 et seq.](#)
- [California Public Records Act, Government Code Section 6250 et seq.](#)