

SAM – FORMS MANAGEMENT

1701

STATUTORY AUTHORITY

(Reviewed 7/2014)

[Government Code Section 14770](#) requires the director of the Department of General Services (DGS) to “. . . establish and staff an activity within the department to be known as the ”forms management center“ for the orderly design, implementation and maintenance of a statewide forms management program.” This activity includes the study, development, coordination, and initiation of state standard (STD.) forms (forms of interagency and common administrative usage) which is required by [Government Code Section 14771\(a\)\(2\)](#).

[Government Code Section 14771\(a\)\(9\)](#) requires the director of the Department of General Services (DGS), through the Forms Management Center (FMC) to “. . .develop and promulgate rules and standards to implement the [State Forms Management Program].” These rules and standards include responsibilities of the FMC, State agencies, and departmental forms coordinators (DFCs).

[Government Code Section 14771\(a\)\(14\)](#) requires the director of the Department of General Services (DGS), through the FMC, to “. . . provide notice to state agencies, forms management representatives, and departmental forms coordinators, that in the usual course of reviewing and revising all public-use forms that refer to or use the terms spouse, husband, wife, father, mother, marriage, or marital status, that appropriate references to state-registered domestic partner, parent, or state- registered domestic partnership are to be included.”

The term ”agency” refers to appropriate state departments, offices, boards, commissions, etc.