

SAM – FORMS MANAGEMENT

RESPONSIBILITIES OF THE FORMS MANAGEMENT CENTER

1702

(Revised 7/2014)

The Forms Management Center ([FMC](#)) is responsible for carrying out the provisions of [Government Code Section 14771](#) on behalf of the director of the Department of General Services. These responsibilities include:

- a. Establishing standards, policies and procedures to carry out the state's forms management program.
- b. Assisting agencies in developing programs for the effective management, analysis and design of forms.
- c. Establishing basic design and specification criteria for the state forms.
- d. Maintaining a central cross-index of state agency forms, eliminating redundant forms while providing a central source of information for users.
- e. Establishing a program for the management of the state standard (STD.) forms.
- f. Studying, developing, designing, revising, coordinating, and managing the state's STD. forms in cooperation with the agencies responsible for their content.
- g. Obtaining information and reports from agencies as required administering the program and evaluating its progress.