

SAM – FORMS MANAGEMENT

STATE STANDARD (STD.) FORMS

1730

(Reviewed 7/2014)

State standard (STD.) forms are state forms developed for use by all agencies to carry out common statewide administration functions. The Forms Management Center ([FMC](#)) is responsible for the orderly design, implementation, management and maintenance of STD. forms, including STD. electronic forms (eForms) and integrated STD. eForms systems.

In accordance with [Government Code Section 14771](#), state government agents and entities doing business with the state should use STD. forms disseminated by the FMC rather than reproduce their own.

The FMC ensures the most current versions are available either online or in hard-copy paper format. STD. eForms are available for online use on the FMC's website. Certain paper forms are available through the Office of State Publishing in prepackaged quantities and minimum print quantities.

Using STD. forms managed by the FMC ensures that the most cost-effective, economical and efficient solution is provided to the state.

These compliance practices reduce costs associated with reproduction, dissemination, storage, and destruction, eliminating redundancy by serving as a centralized location for management of STD. forms. Observing these compliance practices avoids the probability of using an expired form revision or a bootlegged form. Bootlegged forms and expired form revisions have been found to increase administrative costs and cause legality problems.

If a state agency has a suggested revision to an STD. form, but is not the author of the form, it may submit the revision proposal to the FMC. The FMC will review the proposal and coordinate review by the form's authoring agency for approval.

Note: Customizing department forms for anyone other than the authoring agency will not be performed by the FMC.