

SAM – FORMS MANAGEMENT

STATE STANDARD (STD.) FORMS IDENTIFICATION

1731

(Revised 7/2014)

To ensure accuracy in tracking the author of a state standard (STD.) form, the originating department's name must be placed near the location of the title, number and date of the form after or opposite the "State of California" line.

The Forms Management Center ([FMC](#)), in order to enforce forms identification standards state-wide, reserves the right to modify the information contained in the "State of California" line, department's name, title, number, and date of any STD. form. Modification of this information may not be made without the consent of the FMC. The positioning of this information on a form is left to the discretion of the FMC and may be modified by the FMC to fit space limitations.

Forms not included in the STD. Forms Program may not carry "STD." or any variation of that designation as a prefix to the form number. If a form is removed from coordination as an STD. form and returned to management of the authoring agency, the agency must change the number and identification at the next printing. These forms may carry a statement such as "Formerly STD. XXX".