

## SAM – FORMS MANAGEMENT

### FORMS MANAGEMENT TRAINING AND GUIDELINES

1715

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As required by [Government Code Section 14771\(a\)\(4\)](#), the Forms Management Center (FMC) provides training and assistance in all aspects of establishing and implementing the State Forms Management Program.

Due to advances in technology, many state government agencies use diverse software to produce forms, both paper and electronic such as data entry screens used to process data on a variety of information-processing systems. To ensure uniformity, the FMC offers training classes and holds user group meetings. During classroom training, instructors educate students in forms design techniques and forms management strategies such as effective layout presentation and organization, naming convention guidelines and file management methods. At user group meetings, problems and resolutions as well as industry trends are discussed. The FMC also provides manuals that include topics such as forms design, forms management and forms analysis.

State agencies may contact the FMC to coordinate and schedule training sessions.