

be repealed, amended, or enacted to read as follows:

Article 54 - Hall of Records

13. FORMS MANAGEMENT PROGRAM.

(A) FOR THE PURPOSES OF THIS SECTION, "FORM" MEANS A DOCUMENT WITH A STANDARD FORMAT FOR THE SYSTEMATIC AND REPETITIVE COLLECTION, MAINTENANCE, OR TRANSMISSION OF INFORMATION.

(B) EACH PRINCIPAL DEPARTMENT HEADED BY A SECRETARY AND EACH INDEPENDENT AGENCY OF THE STATE GOVERNMENT SHALL HAVE A FORMS MANAGEMENT PLAN TO ASSURE THAT THE DEPARTMENT OR AGENCY USES ONLY THOSE FORMS WHICH ARE NECESSARY FOR ITS EFFECTIVE OR EFFICIENT OPERATION.

(1) EACH DEPARTMENT AND INDEPENDENT AGENCY SHALL HAVE A FORMS MANAGEMENT OFFICER, APPOINTED FROM EXISTING PERSONNEL BY THE DEPARTMENT OR AGENCY HEAD, WHO SHALL DEVISE AND REVISE, AS NEEDED, THE FORMS MANAGEMENT PLAN, SUBJECT TO THE APPROVAL OF THE RECORDS MANAGEMENT ~~OFFICE~~ DIVISION OF THE HALL OF RECORDS COMMISSION.

(2) EACH PLAN SHALL PROVIDE FOR:

(I) AN INVENTORY OF FORMS IN CURRENT USE;

(II) A REGISTER OF FORMS APPROVED BY THE FORMS MANAGEMENT OFFICER;

(III) APPROVAL BY THE FORMS MANAGEMENT OFFICER OF ONLY THOSE FORMS WHICH ARE NECESSARY FOR THE EFFECTIVE OR EFFICIENT OPERATION OF THE DEPARTMENT OR AGENCY; WHICH ASK FOR INFORMATION NECESSARY OR RELEVANT TO THE LAWFUL PURPOSE OF THE DEPARTMENT OR AGENCY; WHICH DO NOT IMPOSE AN UNDUE BURDEN ON THE PERSONS COMPLETING THEM; WHICH DO NOT SUBSTANTIALLY UNNECESSARILY DUPLICATE THE OTHER FORMS OF THE DEPARTMENT OR AGENCY OR THE OTHER FORMS OF OTHER DEPARTMENTS OR AGENCIES; AND WHICH, TO THE GREATEST EXTENT POSSIBLE, ARE BRIEF, PLAINLY WRITTEN, WELL DESIGNED, AND EASILY COMPLETED;

(IV) IDENTIFICATION OF THE FORMS OF THE DEPARTMENT OR AGENCY IN ACCORDANCE WITH A STANDARD IDENTIFICATION SYSTEM TO BE DEVISED OR APPROVED BY THE RECORDS MANAGEMENT ~~OFFICE~~ DIVISION OF THE HALL OF RECORDS COMMISSION;

(V) THE MOST ECONOMICAL SYSTEM FOR THE PREPARATION, REPRODUCTION, AND USE OF APPROVED FORMS; AND

(VI) THE PERIODIC REVIEW OF ALL APPROVED FORMS AND THE ELIMINATION OF THOSE WHICH NO LONGER MEET THE CRITERIA SET OUT IN SUBPARAGRAPH (III) OF THIS PARAGRAPH.

(3) THE FORMS MANAGEMENT PLAN FOR A DEPARTMENT OR AGENCY SHALL BE ADMINISTERED BY THE FORMS MANAGEMENT