

Rulemaking Hearing Rules
Department of General Services
Division of Records Management

Chapter 0690-05-01
The Forms Management Program

Amendments

Chapter 0690-05-01 The forms management program is amended by deleting it in its entirety and substituting the following language so that as amended the chapter shall read:

Chapter 0690-05-01
The Forms Management Program

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0690-05-01-.01 Statutory Authority And Scope. The forms management program is governed by the "Paperwork Reduction and Simplification Act of 1976". These rules shall apply to all departments, institutions, or agencies of the government of the state of Tennessee including the legislative and judicial branches of state government, except those specifically exempted by statute.

Authority: T.C.A. § 4-25-104.

0690-05-01-.02 Purpose.

- (1) The purpose of the rules of the forms management program is to provide complete details and instructions for forms approval process and the responsibilities of all agencies for forms management.
- (2) The purpose of the forms management program is to control the large number of forms which are presently being used in state government.

Authority: T.C.A. § 4-25-104.

0690-05-01-.03 Definitions. The following definitions are applicable to the forms management program.

- (1) Agency – Any administrative unit within state government which utilizes one or more printed forms for information reporting by citizens or businesses.
- (2) Commissioner – The commissioner of the department of general services.
- (3) Department – The department of general services.
- (4) Form – A printed or otherwise mass-duplicated document of standard format distributed by an agency for the purpose of gathering information from citizens or businesses.

- (5) Forms Management Officer – The individual appointed by the agency head to administer the forms management program within the agency.
- (6) Program – The forms management program.
- (7) Program Director – The program director of the records management division, department of general services.

Authority: T.C.A. § 4-25-104.

0690-05-01-.04 Responsibilities.

- (1) The commissioner of general services shall be responsible for establishing and implementing the forms management program within the department of general services which shall apply to every state agency.
- (2) The head of each agency shall:
 - (a) Establish and maintain an active forms management program within the agency.
 - (b) Appoint a forms management officer for the agency and notify the program director of the records management division of changes in that designation as they occur.
- (3) The forms management officer shall participate in and direct the forms management program of the agency.

Authority: T.C.A. § 4-25-104.

0690-05-01-.05 Form Guidelines, Policies And Procedures. The department of general services shall establish guidelines, policies and procedures for the receipt and processing of form requests for utilization, the approval or disapproval of such requests, and the implementation of other internal actions as may be necessary or desirable for it to execute its obligations in accordance with applicable laws and these rules. Such guidelines, policies and procedures may be modified from time to time by the department of general services, but shall at all times be consistent with these rules and statutes governing the forms management program.

Authority: T.C.A. § 4-25-104.

0690-05-01-.06 Numbering of Forms. The program director of the records management division shall establish a numbering system for approved forms and will publish the same in the records management division's policies and procedures manual.

Authority: § 4-25-104.

The rulemaking hearing rules set out herein were properly filed in the Department of State on the 11th day of June, 2007 and will become effective on the 25th day of August, 2007. (FS 06-04-07, DBID 2552)

