

OFFICER FOR THAT DEPARTMENT OR AGENCY, SUBJECT TO THE PROVISIONS OF SUBSECTION (E) OF THIS SECTION.

(C) AFTER FEBRUARY 1, 1979, ONLY FORMS APPROVED BY THE FORMS MANAGEMENT OFFICER UNDER THE FORMS MANAGEMENT PLAN AND LISTED ON THE REGISTER OF APPROVED FORMS MAY BE USED BY A DEPARTMENT OR AGENCY.

(D) AT THE CLOSE OF EACH FISCAL YEAR, BEGINNING WITH THE CLOSE OF FISCAL YEAR 1979, EACH DEPARTMENT OR AGENCY SHALL PREPARE A REPORT ON ITS FORMS MANAGEMENT ACTIVITIES DURING THE FISCAL YEAR WHICH HAS JUST ENDED. THIS REPORT SHALL BE SUBMITTED TO THE RECORDS MANAGEMENT DIVISION BY JULY 31.

~~(D)~~ (E) EACH DEPARTMENT OR AGENCY SHALL FILE A COPY OF ITS FORMS MANAGEMENT PLAN WITH THE RECORDS MANAGEMENT OFFICE DIVISION OF THE HALL OF RECORDS COMMISSION BY AUGUST 1, 1978, AND SHALL FILE A COPY OF ANY SUBSEQUENT REVISION OF ITS PLAN WITH THE SAME OFFICE DIVISION.

~~(E)~~ (F) THE RECORDS MANAGEMENT OFFICE DIVISION OF THE HALL OF RECORDS COMMISSION SHALL:

(1) ASSIST EACH DEPARTMENT AND AGENCY IN THE DEVELOPMENT AND IMPLEMENTATION OF ITS FORMS MANAGEMENT PLAN.

(2) DEVELOP A STANDARD IDENTIFICATION SYSTEM FOR THE IDENTIFICATION OF FORMS.

(3) ASSIST EACH DEPARTMENT AND AGENCY IN COORDINATING ITS FORMS MANAGEMENT PLAN WITH THE PLANS OF OTHER DEPARTMENTS AND AGENCIES.

(4) REVIEW AND APPROVE THOSE FORMS MANAGEMENT PLANS WHICH MEET THE PROVISIONS OF PARAGRAPH (2) OF SUBSECTION (B) OF THIS SECTION.

(5) MONITOR THE ADMINISTRATION OF EACH FORMS MANAGEMENT PLAN TO INSURE ADHERENCE TO ITS PROVISIONS.

(6) PREPARE, AT THE CLOSE OF EACH FISCAL YEAR, BEGINNING WITH THE CLOSE OF FISCAL YEAR 1979, A CONSOLIDATED ANNUAL REPORT ON FORMS MANAGEMENT ACTIVITIES IN THE FISCAL YEAR JUST ENDED. THE CONSOLIDATED REPORT SHALL BE BASED ON THE DEPARTMENTAL AND AGENCY REPORTS SUBMITTED TO THE DIVISION IN ACCORDANCE WITH SUBSECTION (D) OF THIS SECTION AND SHALL BE SUBMITTED TO THE JOINT BUDGET AND AUDIT COMMITTEE BY SEPTEMBER 1.

SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 1978.

Approved May 29, 1978.