

(i) is needed for the effective or efficient operation of the department or independent unit;

(ii) requests information that is needed for or relevant to a lawful purpose of the department or independent unit;

(iii) does not impose an undue burden on the individual who is to complete the form;

(iv) is as brief, as plainly written, as well designed, and as easily completed as possible; and

(v) does not duplicate unnecessarily:

1. another form of the department or independent unit; or
2. a form of another department or independent unit;

(2) require a register of the forms that the forms management officer approves;

(3) require identification of each form in accordance with a standard identification system of the Division;

(4) provide for the most economical system by which to prepare, reproduce, and use a form; and

(5) require the forms management officer:

(i) to review periodically each form that has been approved to determine whether the officer still approves the form; and

(ii) if not, to remove the form from the register.

(b) In addition to any duties set forth elsewhere, the Division shall:

(1) develop a standard identification system to identify forms;

(2) help each department and independent unit to:

(i) develop a proposed plan; and

(ii) coordinate the proposed plan with other plans;

(3) review each proposed plan;

(4) approve each proposed plan that meets the requirements of this section; and

(5) monitor and help in the administration of each plan to ensure compliance.

(c) (1) In the preparation of a form that requires identification of individuals by race, a department or independent unit shall include the following racial categories: