

(A) CONTENTS.

THE PLAN SHALL:

(1) ENSURE THAT THE FORMS MANAGEMENT OFFICER APPROVES THE USE OF A FORM BY THE DEPARTMENT OR INDEPENDENT UNIT ONLY IF THE FORM:

(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) DUTIES OF DIVISION.

IN ADDITION TO ANY DUTIES SET FORTH ELSEWHERE, THE DIVISION SHALL:

(1) DEVELOP A STANDARD IDENTIFICATION SYSTEM TO IDENTIFY FORMS;