

(D) FORM.

"FORM" MEANS A DOCUMENT THAT HAS A STANDARD FORMAT FOR THE SYSTEMATIC AND REPETITIVE COLLECTION, MAINTENANCE, OR TRANSMISSION OF INFORMATION.

(E) INDEPENDENT UNIT.

"INDEPENDENT UNIT" MEANS A UNIT OF THE STATE GOVERNMENT THAT IS NOT IN A DEPARTMENT.

(F) PLAN.

"PLAN" MEANS A FORMS MANAGEMENT PLAN FOR A DEPARTMENT OR INDEPENDENT UNIT.

1-202. FORMS MANAGEMENT OFFICER.

(A) REQUIRED.

THE HEAD OF EACH DEPARTMENT AND EACH INDEPENDENT UNIT SHALL DESIGNATE, FROM AMONG ITS STAFF, A FORMS MANAGEMENT OFFICER FOR THE DEPARTMENT OR INDEPENDENT UNIT.

(B) GENERAL DUTIES.

THE FORMS MANAGEMENT OFFICER SHALL:

(1) SUBJECT TO THE APPROVAL OF THE DIVISION:

(I) KEEP A CURRENT PLAN FOR THE MANAGEMENT OF THE FORMS THAT THE UNIT USES; AND

(II) ADMINISTER THE PLAN; AND

(2) SUBMIT THE PLAN, INCLUDING EACH REVISION, TO THE DIVISION.

1-203. PLAN.

(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;