

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:
- (i) American Indian or Alaska Native;
 - (ii) Asian;
 - (iii) Black or African American;
 - (iv) Native Hawaiian or other Pacific Islander; and
 - (v) White.
- (2) A form that requires identification of individuals by race shall include instructions that multiracial respondents may select all applicable racial categories.