

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, THE DIVISION A DEPARTMENT OR INDEPENDENT UNIT SHALL INCLUDE THE FOLLOWING RACIAL CATEGORIES:

~~(1)~~ (I) AMERICAN INDIAN OR ~~ALASKAN~~ ALASKA NATIVE;

~~(2)~~ (II) ASIAN;

~~(3)~~ (III) BLACK OR AFRICAN AMERICAN;

~~(4)~~ (IV) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER; AND

~~(5)~~ (V) WHITE.

~~(D)~~ (2) A FORM THAT REQUIRES IDENTIFICATION OF INDIVIDUALS BY RACE SHALL INCLUDE INSTRUCTIONS THAT MULTIRACIAL RESPONDENTS MAY SELECT ALL APPLICABLE RACIAL CATEGORIES.

~~(E)~~ (3) ~~(4)~~ (I) RESPONDENTS SHALL SELECT THEIR OWN ANSWERS, EXCEPT WHEN IT IS NOT POSSIBLE FOR THE RESPONDENT TO DO SO.