Forms Management System

222.1 PURPOSE AND SCOPE
The purpose of the Forms Management System (FMS) is to prevent forms proliferation. FMS is a program to control the creation, revision, and purchasing of all forms used by the department. FMS is primarily an inventory control program and provides for forms analysis on a continuing basis. This policy provides that: (1) Every form to be created or revised shall be reviewed; (2) A sufficient inventory of forms will be maintained; and (3) Existing forms will be analyzed for elimination, consolidation, or improved format.

222.2 RESPONSIBILITIES
(a) The Records Section has primary responsibility for the ordering of forms, inventory of forms and maintaining an orderly and sufficient inventory of forms in the Forms Supply Room located in the Records Section.
(b) Exception: Supplies of forms which have an annual usage of less than 300 and which are used in only one work area will not be maintained in the Forms Supply Room. Users will replenish their own supply. Research and Development personnel are responsible for reviewing new or revised forms as well as the ongoing analysis and improvement of existing forms.
(c) All personnel are responsible for identifying problems with forms and communicating any suggestions to their supervisor, who will forward the information to the Research and Development Unit.
(d) Any procurement of forms from the City Print shop or outside vendors must be approved by the Records Administrator.

222.3 NEW OR REVISED FORMS
(a) An employee who identifies a need for a new form or proposes a revision to an existing form will complete a "Request for New or Revised Form" and submit it to the Records Administrator.
(b) Prior to the clearance of any new or revised forms, a forms analyst will: (1) determine the necessity of the form; and (2) insure that the form has a title, number, edition date, and conforms to the standards of good form design.
(c) If a form is in need of revision, Research and Development personnel will notify the appropriate personnel in the Records Section not to reorder unless cleared through the Research and Development Unit.
(d) The Chief of Police or his designee shall approve all new or revised forms.
(e) The Records Section will establish the quantity to be stocked in the Forms Supply Room and will arrange for the production of the new or revised form.

(f) The Records Section will notify the user when a supply of the new or revised form is available.

222.4 ORDERING FORMS
Forms will be ordered through the Records Section using the Department form number.