

**RULES
OF
THE DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

**CHAPTER 0690-5-1
THE FORMS MANAGEMENT PROGRAM**

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0690-5-1-.01 STATUTORY AUTHORITY AND SCOPE. The forms management program is governed by the “Paperwork Reduction and Simplification Act of 1976”. These rules shall apply to all departments, institutions, or agencies of the government of the state of Tennessee including the legislative and judicial branches of state government, except those specifically exempted by statute.

Authority: T.C.A. § 4-25-104. *Administrative History:* Original rule filed January 30, 1979; effective March 14, 1979. Rule assigned new control number, removed and renumbered from 0620-4-1-.01 filed and effective December 28, 1998. Amendment filed June 11, 2007; effective August 25, 2007.

0690-5-1-.02 PURPOSE.

- (1) The purpose of the rules of the forms management program is to provide complete details and instructions for forms approval process and the responsibilities of all agencies for forms management.
- (2) The purpose of the forms management program is to control the large number of forms which are presently being used in state government.

Authority: T.C.A. § 4-25-104. *Administrative History:* Original rule filed January 30, 1979; effective March 14, 1979. Rule assigned new control number, removed and renumbered from 0620-4-1-.02 filed and effective December 28, 1998. Amendment filed June 11, 2007; effective August 25, 2007.

0690-5-1-.03 DEFINITIONS. The following definitions are applicable to the forms management program.

- (1) Agency – Any administrative unit within state government which utilizes one or more printed forms for information reporting by citizens or businesses.
- (2) Commissioner – The commissioner of the department of general services.
- (3) Department – The department of general services.
- (4) Form – A printed or otherwise mass-duplicated document of standard format distributed by an agency for the purpose of gathering information from citizens or businesses.
- (5) Forms Management Officer – The individual appointed by the agency head to administer the forms management program within the agency.
- (6) Program – The forms management program.
- (7) Program Director – The program director of the records management division, department of general services.

(Rule 0690-5-1-.03, continued)

Authority: T.C.A. § 4-25-104. **Administrative History:** Original rule filed January 30, 1979; effective March 14, 1979. Rule assigned new control number, removed and renumbered from 0620-4-1-.03 filed and effective December 28, 1998. Amendment filed June 11, 2007; effective August 25, 2007.

0690-5-1-.04 RESPONSIBILITIES.

- (1) The commissioner of general services shall be responsible for establishing and implementing the forms management program within the department of general services which shall apply to every state agency.
- (2) The head of each agency shall:
 - (a) Establish and maintain an active forms management program within the agency.
 - (b) Appoint a forms management officer for the agency and notify the program director of the records management division of changes in that designation as they occur.
- (3) The forms management officer shall participate in and direct the forms management program of the agency.

Authority: T.C.A. § 4-25-104. **Administrative History:** Original rule filed January 30, 1979; effective March 14, 1979. Rule assigned new control number, removed and renumbered from 0620-4-1-.04 filed and effective December 28, 1998. Amendment filed June 11, 2007; effective August 25, 2007.

0690-5-1-.05 FORM GUIDELINES, POLICIES AND PROCEDURES. The department of general services shall establish guidelines, policies and procedures for the receipt and processing of form requests for utilization, the approval or disapproval of such requests, and the implementation of other internal actions as may be necessary or desirable for it to execute its obligations in accordance with applicable laws and these rules. Such guidelines, policies and procedures may be modified from time to time by the department of general services, but shall at all times be consistent with these rules and statutes governing the forms management program.

Authority: T.C.A. § 4-25-104. **Administrative History:** Original rule filed January 30, 1979; effective March 14, 1979. Rule assigned new control number, removed and renumbered from 0620-4-1-.05 filed and effective December 28, 1998. Amendment filed June 11, 2007; effective August 25, 2007.

0690-5-1-.06 NUMBERING OF FORMS. The program director of the records management division shall establish a numbering system for approved forms and will publish the same in the records management division's policies and procedures manual.

Authority: T.C.A. § 4-25-104. **Administrative History:** Original rule filed January 30, 1979; effective March 14, 1979. Rule assigned new control number, removed and renumbered from 0620-4-1-.06 filed and effective December 28, 1998. Amendment filed June 11, 2007; effective August 25, 2007.