

*Frequently Asked
Questions
About Forms*

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Chapter 1

Overview of Forms Management

01:01 What is a Form and How is it Managed?

A form is any printed or otherwise reproduced document with space for insertion of information, descriptive material or addresses. This includes all forms originated in HHS for use by the public, other Federal agencies, and State or local government agencies. Some types of forms are:

- a. One-time or temporary forms; and
- b. Printed items without fill in space such as instruction sheets, notices, tags, labels and other similar items when their identification and control will facilitate printing, stocking and distribution.

01:02 Objectives of a Forms Management Program

- a. Increase the usefulness of forms through proper design resulting in forms that are simple to fill in and easier for the originator and others to use;
- b. Reduce costs incident to completing and using forms;
- c. Achieve savings in the design, printing, storage and distribution of forms;
- d. Eliminate unnecessary and duplicate forms and to consolidate existing related forms; and
- e. Prevent the use of unauthorized forms and to assure that forms are designed when data collection requires them.

01:03 Laws and Regulations that Govern the HHS Forms Management Program

The following laws and regulations govern the Federal Government Forms Management Program:

- a. Federal Records Act of 1950 (44 U.S.C.); as amended;
- b. Paperwork Reduction Act of 1995, 44 U.S.C. 35;
- c. Privacy Act of 1974, 5 U.S.C. 552a. Subsection (e)(3)(P.L. 93-579);
- d. Government Printing and Binding Regulations (Joint Committee on Printing, February, 1990); and
- e. 41 C.F.R. 201, Federal Information Resources Management Regulation.

01:04 Who is Responsible for Administering the Forms Management Program?

The Program Support Center Forms Management Officer has been delegated the authority for administering the Department of Health and Human Services Forms Program.

01:05 What are the Responsibilities of the OPDIV's Forms Management Officer?

The OPDIV's Forms Management Officer must:

- a. Review and approve new and revised forms;
- b. Analyze, develop, coordinate policy for their forms;
- c. Supply technical assistance to program offices in the design and preparation of forms;

