

---

By Mr. Atkins, a petition (accompanied by bill, Senate, No. 996) of Chester G. Atkins for legislation to provide for efficient form management program for the Commonwealth of Massachusetts. State Administration.

---

## The Commonwealth of Massachusetts

In the Year One Thousand Nine Hundred and Seventy-Six.

### AN ACT TO PROVIDE FOR EFFICIENT FORM MANAGEMENT PROGRAM FOR THE COMMONWEALTH OF MASSACHUSETTS.

*Be it enacted by the Senate and House of Representatives in General Court assembled and by the authority of the same, as follows:*

1 SECTION 1. This act shall be known and may be cited as  
2 "The Forms Management Program Act of 1976."

1 SECTION 2. The legislative intent of the Act is declared to  
2 be as follows:

3 To add within the Department of Administration and  
4 Finance an activity to be known as "Forms Management  
5 Center" for the coordination, orderly design, implementation,  
6 and maintenance of a Statewide form Management Program  
7 with the stated purpose to simplify, consolidate or eliminate  
8 when and where expedient the forms, surveys, and other  
9 documents used by State agencies or departments. Particular  
10 emphasis shall be directed to the documentation of necessity  
11 the information, records, and reports sought through such  
12 forms, surveys, and other documents from the private busi-  
13 ness sector.

1 SECTION 3. The Department of Administration and Finance  
2 shall establish and staff an activity within the department to  
3 be known as the "Forms Management Center."

1 SECTION 4. The Director, acting through the Forms Man-  
2 agement Center, is authorized to and empowered to:

3 1. Establish a Statewide Forms Management Program for

4 all state agencies and provide assistance in establishing  
5 internal forms management capabilities.

6 2. Study, develop, coordinate, and initiate forms of inter-  
7 agency and common administrative usage, and establish basic  
8 state design and specification criteria to effect standardization  
9 of state forms.

10 3. Provide assistance to state agencies for economical  
11 forms design and forms artwork composition and establish  
12 and supervise control procedures to prevent the undue  
13 creation and reproduction of state forms.

14 4. Provide assistance, training and instruction in forms  
15 management techniques to state agencies, forms management  
16 representatives and departmental forms coordinators, and  
17 provide direct administrative and forms management assist-  
18 ance to new state organizations as they are created.

19 5. Maintain a central cross index of state forms to facili-  
20 tate the standardization of such forms, to eliminate redundant  
21 forms, and to provide a central source of forms usage and  
22 availability information.

23 6. Utilize appropriate procurement techniques to take  
24 advantage of competitive bidding, consolidate orders and con-  
25 tract procurement of forms, and work directly with the public  
26 printer toward more efficient, economical and timely procure-  
27 ment, receipt, storage and distribution of state forms.

28 7. Coordinate the forms management program with the  
29 existing state archives and records management program to  
30 insure timely disposition of outdated forms and related  
31 records.

32 8. Conduct periodic evaluation of the effectiveness of the  
33 overall forms management program and the forms manage-  
34 ment practices of the individual state agencies, and maintain  
35 records which indicate net dollar savings which have been  
36 realized through centralized forms management.

37 9. Delegate implementing action to state agencies where  
38 such delegation will result in the most timely and economical  
39 method of accomplishing the responsibilities set forth in this  
40 section.

41 10. Develop and promulgate rules and standards to imple-  
42 ment the overall purposes of this section.

1 SECTION 5. Each state agency shall appoint a forms man-  
2 agement representative and provide necessary assistance to  
3 implement the State Forms Management Program within the  
4 agency.

1 SECTION 6. This act shall take effect July 1, 1976, or when  
2 signed by the Governor, whichever comes later.

The first section of the act provides for the appointment of a board of directors to manage the affairs of the institution.

The second section provides for the appointment of a board of trustees to manage the property of the institution.

The third section provides for the appointment of a board of managers to manage the day-to-day operations of the institution.

The fourth section provides for the appointment of a board of visitors to oversee the general management of the institution.

The fifth section provides for the appointment of a board of examiners to audit the accounts of the institution.

The sixth section provides for the appointment of a board of directors to manage the affairs of the institution.

The seventh section provides for the appointment of a board of trustees to manage the property of the institution.

The eighth section provides for the appointment of a board of managers to manage the day-to-day operations of the institution.

The ninth section provides for the appointment of a board of visitors to oversee the general management of the institution.

The tenth section provides for the appointment of a board of examiners to audit the accounts of the institution.