

Notice
of
Rulemaking Hearing

Department of General Services
Division of Records Management

There will be a hearing before the department of general services, division of records management to consider the promulgation of amendments to rules pursuant to T.C.A. § 4-25-104. The hearing will be conducted in the manner prescribed by Uniform Administrative Procedures Act, T.C.A. §4-5-204, and will take place in the Executive Conference Room #1, 24th Floor of the William R. Snodgrass, Tennessee Tower State Office Building located at 312 Eighth Avenue North, Nashville, Tennessee 37243 at 10:00am (CST) on the 16th day of February, 2007.

Any individuals with disabilities who wish to participate in these proceedings (to review these filings) should contact the department of general services, division of records management to discuss any auxiliary aids of services needed to facilitate such participation. Such initial contact may be made no less than ten (10) days prior to the scheduled meeting date (the date such party intends to review such filings), to allow time for the division to determine how it may reasonably provide such aid or service. Initial contact may be made with the department's ADA Coordinator, Tiffany Taylor, at William R. Snodgrass, Tennessee Tower State Office Building located at 312 Eighth Avenue North, Nashville, Tennessee 37243, 615-253-5992.

For copy of this Notice of Rulemaking Hearing, contact Thaddeus E. Watkins, III, General Counsel, Department of General Services, William R. Snodgrass, Tennessee Tower State Office Building located at 312 Eighth Avenue North, Nashville, Tennessee 37243, 615-741-5922.

Substance of Proposed Rules

Chapter 0690-5-1
The Forms Management Program

Amendments

Chapter 0690-5-1 The forms management program is amended by deleting it in its entirety and substituting the following language so that as amended the chapter shall read:

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.

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.

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) Forms management officer – The individual appointed by the agency head to administer the forms management program within the agency.
- (3) 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.
- (4) Department – The department of general services.
- (5) Commissioner – The commissioner of the department of general services.
- (6) Director – The director of the records management division, department of general services.
- (7) Program – The forms management program.

Authority: T.C.A. § 4-25-104.

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 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.

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.

0690-5-1-.06 Numbering of Forms. The 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.

This notice of rulemaking set out herein was properly filed in the Department of State on the 6th day of December, 2006. (09-12-06)