

POLICY NUMBER

APM-1-88

DATE: June 1, 1988

ISSUED BY:

Cesar H. Odio  
City Manager

SIGNATURE

City of Miami



ADMINISTRATIVE POLICY

REVISIONS

REVISED  
SECTION

DATE OF  
REVISION

SUBJECT: FORMS MANAGEMENT PROCEDURES

PURPOSE: To control the creation, design and production of forms used by City departments and agencies.

THE POLICY WILL BE AS FOLLOWS:

This administrative policy supersedes all previous directives of any kind relating to forms management procedures.

DEFINITION OF A "FORM":

A form is any document, produced by any method, with blank spaces for the insertion of information by which management seeks uniformity and simplicity.

ADMINISTRATION AND RESPONSIBILITIES:

The Administrative Procedures Development (APD) Unit of the Office of the Industrial Engineering will be responsible for reviewing, standardizing, approving or disapproving forms proposed for use by City departments. This procedure will include all new or revised forms to be produced by the City or obtained from private vendors.

New forms or revisions to existing forms will be reviewed by the APD Unit before they are requested from the production source. The Graphic Reproductions Division of the General Services Administration Department will forward all unapproved forms to the APD Unit prior to furnishing any graphics reproduction services.

Forms revisions include any change to the basic design; location of information; instructions; size; weight or color of paper; print style; change to or from carbonless paper; number of copies; and/or any changes which would effect departmental procedures.



PROCEDURES FOR SUBMITTING NEW OR REVISED FORMS:

The request for a new or revised form will be submitted to the APD Unit for approval. The proposed form will be accompanied by Form IE-1 (Procedures-Forms Update Request) which is required whenever seeking APD Unit approval for printing a new form. The APD Unit will review the request and either make suggestions for possible revisions or approve the form for printing.

The original of the approved form will be returned to the requesting department, and a copy will be maintained in the APD Unit files. The requesting department will be responsible for forwarding the approved form to the Graphic Reproductions Division along with the Request for Duplicating Services form.

The APD Unit will forward a copy of the new or revised procedure to each department for updating of the Procedures Manuals.

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