



INDIANA
WORKFORCE
DEVELOPMENT

To: Program Directors
Managers and Supervisors

From: Monty W. Combs, 
Deputy Commissioner/ Controller

Date: May 13, 2005

Subject: DWD Policy 2004-39

Purpose: The purpose is to reiterate policy and procedures necessary for the creation of new or revised forms.

Rescission: DWD Policy 2002-27, issued April 9, 2003

Content: With the PC environment, forms are being created, copied on copiers, placed on the Admin LAN and Internet, and used without regard to proper procedures. This communication explains the policy and procedures for the creation and revision of forms.

The Indiana Code defines a form as follows: “Form means every piece of paper, transparent plate, or film containing information, printed, generated, or reproduced by whatever means, with blank spaces left for the entry of additional information to be used in any transaction involving the state.”

Any form used in state government business must be approved by the Indiana Commission on Public Records(COPR), State Forms Management Division, and assigned a State Form number by them according to Indiana Code 5-15-5.15. Rick DesJarden in Office Services acts as the DWD liaison in obtaining the necessary approvals.

NEW FORMS

Assistance in design, layout, and preparation of the proposed form is available from the DWD Forms Coordinator. The form may be created by an individual and forwarded to the Forms Coordinator for obtaining approval by the Indiana Commission on Public Records before it is used.

A draft of the potential form must be sent with a Print Request (Form 2800) to the DWD Forms Coordinator, Office Services, SE016, 10 N. Senate Avenue, Indianapolis IN 46204. To eliminate multiple versions of the same or similar form, forms are standardized for use by all field offices. Appropriate DWD program area approval therefore is necessary before a new form can be processed and used. The Forms Coordinator will obtain the Indiana Commission’s approval, and if printing the form is required, will transmit the request to the Printing Services Section.

REVISED FORMS

In order to process a revision to standardized forms, appropriate DWD program area approval is necessary to determine if the change is acceptable for all offices. Requests for revisions must be sent to the DWD Forms Coordinator for processing through the Indiana Commission of Public Records. A sample of the revised form must be sent with a Print Request (Form 2800) to the DWD Forms Coordinator, Office Services, SE016, 10 N. Senate Avenue, Indianapolis IN 46204. The Forms Coordinator will obtain the Commission's approval, and if printing the form is required, will transmit the request to the Printing Services Section.

ELECTRONIC USE OF FORMS

Adequate coordination is necessary to assure that everyone is using the most current edition of an authorized form. Staff wishing forms placed on the Internet or on the LAN must coordinate this activity with the DWD Forms Coordinator, to assure the forms have the Indiana Commission on Public Record's approval and revisions are current editions.

Any questions regarding this policy or procedures should be directed to Darrell Smith, Office Services, 317.232.7351 or DWD Forms Coordinator, Rick DesJarden, 317.233.8776.

Action: Managers and Supervisors will inform staff of this policy.

Effective Date: Immediately

Review Date: May 1, 2007

Ending Date: May 31, 2007

Ownership: DWD Office Services