

# ARTICLE 3. ELECTRONIC COPIES OF FORMS

## Rule 1. Definitions; Application

### 60 IAC 3-1-1 Definitions

Authority: IC 5-15-5.1-20

Affected: IC 4-13.1-2-1; IC 5-15-5.1

Sec. 1. As used in this article, unless the context clearly requires another meaning, the following definitions apply throughout this article:

(1) "Commission" has the meaning set forth in IC 5-15-5.1-1.

(2) "Executable file" means an electronic document that must be opened to be viewed such as, but not limited to, a .doc, .pdf, or .xls format.

(3) "Form" has the meaning set forth in IC 5-15-5.1-1.

(4) "Office of technology" means the Indiana office of technology established by IC 4-13.1-2-1.

(5) "State forms catalog" means <http://forms.in.gov> or as otherwise determined by the commission.

(6) "Web-based" means a form, other than an executable file form, that allows the user to enter data that is sent to a server upon user submission.

*(Oversight Committee on Public Records; 60 IAC 3-1-1; filed Sep 13, 2013, 3:13 p.m.: 20131009-IR-060120580FRA)*

### 60 IAC 3-1-2 Application of article

Authority: IC 5-15-5.1-20

Affected: IC 5-15-5.1

Sec. 2. The provisions of this article do not apply to the legislative and judicial branches of state government. *(Oversight Committee on Public Records; 60 IAC 3-1-2; filed Sep 13, 2013, 3:13 p.m.: 20131009-IR-060120580FRA)*

### 60 IAC 3-1-3 Electronic copies of forms

Authority: IC 5-15-5.1-20

Affected: IC 4-13.1-2-2; IC 5-15-5.1

Sec. 3. All executable file forms on the computer gateway administered under IC 4-13.1-2-2(a)(5) by the office of technology shall:

(1) be stored in the database described by section 1(5) of this rule; and

(2) if made available in a location other than the database described by section 1(5) of this rule, link to the database described by section 1(5) of this rule.

*(Oversight Committee on Public Records; 60 IAC 3-1-3; filed Sep 13, 2013, 3:13 p.m.: 20131009-IR-060120580FRA)*

### 60 IAC 3-1-4 Web-based forms

Authority: IC 5-15-5.1-20

Affected: IC 4-13.1-2-2; IC 5-15-5.1

Sec. 4. All web-based form links shall be provided to the commission. The commission may link to web-based forms via the database described by section 1(5) of this rule. *(Oversight Committee on Public Records; 60 IAC 3-1-4; filed Sep 13, 2013, 3:13 p.m.: 20131009-IR-060120580FRA)*

### 60 IAC 3-1-5 Penalty for violation

Authority: IC 5-15-5.1-20

Affected: IC 4-13.1-2-2; IC 5-15-5.1

Sec. 5. Any form found by the commission to be in violation of this article may be submitted to the office of technology for

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removal from the computer gateway administered under IC 4-13.1-2-2(a)(5). (*Oversight Committee on Public Records; 60 IAC 3-1-5; filed Sep 13, 2013, 3:13 p.m.: 20131009-IR-060120580FRA*)

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