INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Investment System

FROM: Randy Gillespie
Chief Financial Officer

DATE: April 27, 2011

SUBJECT: DWD Policy 2010-18
Creation of New or Revised Indiana Department of Workforce Development Forms

Purpose
This policy explains the procedures required by the Indiana State Commission on Public Records (ICPR) and Indiana Code at IC 5-15-5.1-5 regarding the creation and revision of standardized state forms. ICPR's State Forms Management Division provides forms management solutions to Indiana government, while providing a uniform, central repository for forms used in transactions involving state agencies. Each state agency has a Forms Coordinator that is a liaison to the State Forms Management Division.

Rescission
DWD Policy 2004-39, issued May 13, 2005

Content
With the personal computer environment, Indiana Department of Workforce Development employees may be creating forms used in state business and placing them on shared drives or the Internet without regard to proper Indiana Code procedures for creating state forms.

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 to conduct official state government business must be approved by the Indiana Commission on Public Records (ICPR), State Forms Management Division, and assigned a State Form number according to Indiana Code 5-15-5.1-5. DWD Facilities/Operations acts as the DWD liaison in obtaining the necessary approvals.

New Forms Used To Conduct State Business
A form may be developed by a DWD employee or a work team. Assistance in design and layout is available from DWD Facilities/Operations' Forms Coordinator.

To eliminate multiple versions of the same or similar forms, state forms used to conduct state business are to be standardized for use by all DWD Administrative and WorkOne offices. Therefore, appropriate DWD program area approval is required before a new form can be further processed.

Once the draft form is completed and approved by the appropriate program manager(s), the draft must be sent to

Facilities/Operations
Attn: Forms Coordinator
Indiana Department of Workforce Development
10 North Senate Avenue, Room SE014
Indianapolis, IN 46204.

The Forms Coordinator will send the draft state form to the Indiana Commission on Public Records for approval and assignment of a state form number. The Forms Coordinator will notify the requestor once ICPR approves the form.

If the form is an inventory item, DWD Facilities/Operations will issue a request for printing.

Revised Forms
In order to process a revision to a standardized state form, appropriate DWD program area approval is necessary to determine if the change is acceptable for all offices. Requests for revisions must be sent to DWD Facilities/Operations, Forms Coordinator, for processing through ICPR. The Forms Coordinator will obtain ICPR's approval, and notify the requestor once approved. If the state form will be an inventory item, DWD Facilities/Operations will issue a request for printing.

Electronic Use Of Forms
Adequate coordination is necessary to assure that all DWD staff is using the most current edition of an authorized state form. Staff wishing state forms placed on the shared drive or the Internet must coordinate that activity with DWD Facilities/Operations, Forms Coordinator, to assure the forms have ICPR's approval and revisions are current editions.

Effective Date: Immediately

End Date: Upon rescission

Ownership
DWD Facilities/Operations
Indiana Department of Workforce Development
10 North Senate Avenue
Indianapolis, Indiana 46204
DASmith@dwd.IN.gov

Action
Managers and supervisors should inform DWD staff of the contents of this policy which is to be followed in the creation, revision and electronic posting of all forms used to conduct state business. Any questions regarding this policy or its procedures should be directed to Darrell Smith, Director, Facilities/Operations, at 317.232.7351.