

**PROCEDURE FOR
FORMS MANAGEMENT REVIEW**

Revision C

2/2/04

Approved by:

DOE Office of Records Management, IM-11

DRAFT

PROCEDURE FOR FORMS MANAGEMENT REVIEW

GOAL:

The goals of the Forms Management Program are:

- Comply with applicable statutes, regulations and policies,
- Simplify obtaining the necessary forms for use,
- Reduce the need for storing large quantities of paper forms by making them available electronically.

PROCESS:

1. Sponsoring organization identifies a need for a new Form or an update to an existing Form;
2. Organization creates a Forms Package that includes:
 - a. New or Revised Form
 - b. Completed DOE F1322.4, "DOE Forms Checklist / Approval",
 - c. Privacy Act Review or determination that the Privacy Act is not applicable,
 - d. Organization Approval Signatures.
3. If OMB Approval is required, the Organization will:
 - a. Submit PRA package for this Information Collection using the process defined in OCIO Reference Guide for Submitting DOE Information Collections for OMB Review & Approval.
 - b. Receive an OMB Approval Number.
 - c. Ensure the OMB Approval Number and expiration date are included on the header of the Form.
 - d. If appropriate, include on the Form the statement that all previous versions of the form are invalid.
 - e. Include in the instructions for use the following:
 - i. The reason the information is being collected and its use,
 - ii. An estimate of the average collection burden, and a request that feedback be submitted on the burden estimate,
 - iii. Whether the information is voluntary or mandatory,
 - iv. The extent of confidentiality of the information.
4. Forward the Forms Package to IM-11 for further processing.
5. IM-11 reviews the form using DOE Form F1322.4, "DOE Forms Checklist / Approval";
 - a. Verify the form does not duplicate the functions of an existing DOE or Government form.
 - b. Verify references to DOE Orders and Regulations.
 - c. Form will display a currently valid OMB control number and expiration date
6. For new Forms, assign the DOE Forms Number. For existing Forms, revise the date. DOE M251.1A, Directives Systems Manual, provides additional information;
7. Notify the Directives Office (ME-43) Point of Contact to include the new / revised Form on the DOE Forms Management Web Page;
8. Notify GSA of the creation / revision of the form by:
 - a. Submit a copy of the Form to [LINDA HELP ME WITH THIS PLEASE]
 - b. Request a change to the "Directory of Standard, Optional and Other Agency Forms, [LINDA HELP ME WITH THIS PLEASE; HOW DO WE DO THIS & WITH WHOM?]
 - c. ANYTHING ELSE??

9. Add the Form to the DOE Forms Tracking Database;

QUESTIONS

- Who maintains the record copy of the form? Where is it located?
- Confirm that ME-43 places the Form on the Forms Website.
- Who is the contact in ME-43? Ilir??

- Who gets notified at OMB? How is that done? Through the PRA. ICB process or separately?
- Is there a link to eForms that must be considered or is that a separate procedure?

Attachment 1
Process Flow for Forms Management Reviews

FORMS MANAGEMENT REVIEW

