



City of Riverside Administrative Manual

Effective Date: 07/2003
Latest Revision Date: 07/2018
Next Review Date: 07/2020
Policy Owner(s): General Services

Approved: 

Al Zelnick Department
City Manager City Manager

SUBJECT:

Forms Design and Control

PURPOSE:

To establish a policy governing the design, coordination and control of forms for all City departments; to establish forms administration as a function of the General Services Department; and to reduce forms costs through standardization.

POLICY:

Each department head shall appoint a Forms Coordinator to be responsible for form requirements within the department.

The General Services Department, Publishing Services section shall be responsible for administering the City's form program. The program shall include analysis, design, approval, and reproduction of new forms plus the required modifications of existing forms. Reduction of the number of forms in use shall be sought by combining and eliminating forms when it is possible to do so. Internal forms will be converted to digital formats whenever practical.

This policy covers all forms produced within any City department or by commercial printing businesses with the following exclusions:

- Ordinances and Resolutions
- Legal Briefs
- Personnel announcements and examinations
- Internal non-recurring instructions and special reports such as ordinance booklets
- City Council, board or commission minutes
- Form letters sent by one department only
- Manuals and forms required by the Political reform Act of 1974 and state and federal election laws.

PROCEDURE:

Responsibility	Action
Department	<ol style="list-style-type: none"> 1. Completes Printing Service Order Form available on the intranet under the "Central Printing" tab. 2. Orders printing on the basis of a six-month supply unless a change in the form is anticipated in the near future. 3. Forwards Printing Service Order and sketches, if applicable, to Central Printing.
Publishing Services	<ol style="list-style-type: none"> 4. Reviews and analyzes forms to assure best possible form design and to minimize duplication. 5. Maintains a Form Number Register and assigns form numbers 6. Applies standards as to form design, including but not limited to the following:
	<p>Unless prevented by the design of the form, forms shall have headings containing:</p>
	<ul style="list-style-type: none"> • City of Riverside logo • the name of the issuing or using department, and the title of the form
Department Publishing Services	<ol style="list-style-type: none"> 7. Produces a proof form and sends printed form to department for approval. 8. Approves proof form or returns form with revisions. 9. Prints all forms unless: <ul style="list-style-type: none"> • The department has asked for revisions. • The design and/or usage of the form necessitates printing by a commercial printer, or price quotations indicate printing by a commercial printer would be more economical. 10. Orders forms printed by a commercial printer on the basis of a six to twelve month supply unless a larger quantity order would result in substantial savings and stability of the form design is assured. 11. A Publishing Services P-Card will facilitate printing by a commercial printer. Cost allocation to the departmental account will occur through the P-Card system. 12. Completes Printing Service order. Retains white copy of printing service order in Publishing Services file. Returns pink copy to the originating department. 13. Maintains the Forms Control File.

Distribution: Regular