

## 5. INFORMATION MANAGEMENT

The function of managing the state government agency's records and information, including forms and publications, mail services, library services, records management and public disclosure.

5.1 FORMS MANAGEMENT			
<i>The activity of drafting, producing and managing the state agency's forms.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 12004 Rev. 1	<b>Forms – Accountable</b> Unused, pre-numbered forms such as checks, receipts, invoices, meal tickets and licenses. <i>Note: These records are retained for audit purposes.</i>	<b>Retain</b> for 6 years after end of fiscal year in which form was created/printed <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 12001 Rev. 1	<b>Forms – Development</b> Records relating to the design, creation and revision of agency-created forms. Includes, but is not limited to: <ul style="list-style-type: none"> <li>• Job descriptions/specifications/design records;</li> <li>• Sample job products/proofs/samples.</li> </ul>	<b>Retain</b> until no longer needed for agency business <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
GS 12003 Rev. 0	<b>Forms – Inventory Files</b> Inventories of stocks of forms on hand.	<b>Retain</b> until superseded or obsolete <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM

## 5.1 FORMS MANAGEMENT

*The activity of drafting, producing and managing the state agency's forms.*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 12005 Rev. 0	<p><b>Forms – Master Set</b></p> <p>Master set of all forms created by the agency. Also includes source materials (.pdfs, camera-ready masters, original photographs/images, etc.).</p>	<p><b>Retain</b> until use of form ceases <i>then</i> <b>Destroy.</b></p>	<p>NON-ARCHIVAL <b>ESSENTIAL</b> OFM</p>