

Reprinting of approved forms does not require City Administrative Officer approval. Minor revisions do not require approval.

308.08 QUANTITY OF NEW. New forms shall be printed in small quantities (three to six months' supply) whenever possible. If a form proves effective, it shall be re-ordered in economical quantities. No more than a one-year supply should be ordered.

309.00 OUTDATED FORMS - OBSOLETE FORMS

309.01 OUTDATED FORMS - OBSOLETE FORMS. The Department Forms Control Officer shall conduct a Department survey at least once every fiscal year to determine whether or not forms have become outdated or obsolete. A report shall be prepared for the General Manager's review of any forms that have become outdated or obsolete, with recommendations from the Department Forms Control Officer. This shall also include pamphlets, flyers, and booklets.

309.02 DESTRUCTION OF OUTDATED FORMS - OBSOLETE FORMS. The Department Forms Control Officer shall be responsible for making arrangements for the proper destruction of any and all outdated and obsolete forms.

310.00 FORMS DESIGN

310.01 BASIC CONSIDERATIONS IN FORM DESIGN:

- Operation - What circumstances require the form?
- Users - Who will complete the form? Who will receive the form? And, how and where is the form displayed and filed.

- Necessity - Is there an existing form, which could accomplish the same task? Is the reporting of the information necessary?
- Department policy - Does the form and its usage agrees with Department policy procedures.
- Minimize Need for Future Revisions - Position titles should be used instead of names, except for general manger and commission; dates should not be used except for flyers and terminal information, letterhead should not be used except for temporary form letters or official Department letterhead.
- Conformity to Typewriter - Any form, which will be completed with a typewriter, should accommodate typewriter spacing of six lines to the vertical inch. Entries should be aligned to minimize the number of tab