

RESPONSIBILITIES FOR FORMS MANAGEMENT

2310

(No. 3 July 1998)

The forms management program is mandatory, and its effectiveness depends upon a clear understanding of the responsibilities of the operating agencies, the Department of General Services, the Department of Finance, and the Secretary of State. The responsibilities described below are derived primarily from statutes cited in SAM Section 1705.

For information on formatting stationery, letterhead or memorandum and informal messages, refer to the Secretarial Handbook (2400), Section 2410.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)