

## OBJECTIVES OF FORMS MANAGEMENT

2312

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- Seeing that each form fulfills a basic requirement of an approved operating procedure.
- Designing the form so it will perform its purpose efficiently and effectively.
- Specifying the most economical method of manufacture to achieve the desired result.
- Establishing a system of stock control and replenishment that will make forms available when needed.
- Disposing of each form when it is no longer needed.
- Reviewing all new forms to ensure that only needed forms, utilizing only needed information, are approved and used.
- Maintaining established forms design standards.
- Continually reviewing all forms for consolidation, elimination, and standardization.
- Establishing procedures for printing, storing, and distributing forms.
- Establishing disposal authorization for forms.
- Providing training in the principles of proper forms design and analysis.
- Reporting the benefits derived from the forms management program.

Most people feel qualified to draw up a form but few realize the penalties paid for faulty design and lack of control over the creation and use of a form. Poorly designed forms are poor clerical tools, and as such, result in waste, unnecessary expense, and inefficient work.

A mounting volume of uncontrolled forms results in still more paper work, greater clerical costs, and diminished efficiency. Control over the quantity and quality of forms, together with simplification of procedures involving their use, results in tangible savings.

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

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