

NEW OR WHEN REVISED FORMS

2326

(No. 3 July 1998)

Staff responsible in bold below.

Originator

Prepares a final draft of the new or revised form (may or may not be camera ready). Completes forms CDF-10 and STD 110. Includes references to any forms that are made obsolete or have been combined by the revision. Forwards all three documents to CDF Forms Unit.

CDF Forms Coordinator

Reviews request. Reviews draft form for appropriate design, appropriate terminology, adherence to CDF design standards, and compliance with the Information Practices Act.

Contacts the form's originator to discuss changes, if necessary.

Prepares a final draft of the form. Assigns departmental control numbers, if needed.

CDF Forms Unit

Sends proof copy of master to originator for review, approval signature, and any revision in printing information (number of copies, etc.)

When signed proof is returned, processes printing order.

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

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