



City of Arts & Innovation

City of Riverside Administrative Manual

Effective Date: 07/2003
Last Review Date: 07/2018
Latest Revision Date: 07/2022
Next Review Date: 07/2025
Policy Owner(s): General Services

Approved: 

Department
City Manager

SUBJECT:

Forms Design and Control Subject

PURPOSE:

To establish a policy governing the design, coordination and control of forms for all City departments; to establish forms administration as a function of the General Services Department; and to reduce forms costs through standardization.

SOURCE OF AUTHORITY: City Charter Section 601

POLICY:

Each department head shall appoint a Forms Coordinator to be responsible for form requirements within the department.

The General Services Department, Publishing Services section shall be responsible for administering the City's form program. The program shall include analysis, design approval, and reproduction of new forms plus the required modifications of existing forms. Reduction of the number of forms in use shall be sought by combining and eliminating forms when it is possible to do so. Internal forms will be converted to digital formats whenever practical.

This policy covers all forms produced within any City department or by commercial printing businesses with the following exclusions:

- Ordinances and Resolutions
- Legal Briefs
- Personnel announcements and examinations
- Internal non-recurring instructions and special reports such as ordinance booklets
- City Council, board or commission minutes
- Form letters sent by one department only
- Manuals and forms required by the Political reform Act of 1974 and state and federal election laws.

PROCEDURE:

Responsibility	Action
Department	<ol style="list-style-type: none"> 1. Completes Printing Service Order form available on the intranet under Quick Links, Central Printing. 2. Orders printing on the basis of a six month supply unless a change in the form is anticipated in the near future. 3. Submits Printing Service Order form and sketches, if applicable, to Central Printing.
Publishing Services	<ol style="list-style-type: none"> 4. Reviews and analyzes form to assure best possible form design and to minimize duplication. 5. Maintains a Form Number Register and assigns form numbers. 6. Applies standards as to forms design, including but not limited to the following: <p data-bbox="570 825 1507 890">Unless prevented by the design of the form, forms shall have headings containing:</p> <ul style="list-style-type: none"> • City of Riverside logo • Name of issuing or using department, and • Title of the form
Department Publishing Services	<ol style="list-style-type: none"> 7. Produces a proof form and sends printed proof to department for approval. 8. Approves proof form or returns form with revisions. 9. Prints all forms unless: <ul style="list-style-type: none"> • The department has asked for revisions. • The design and/or usage of the form necessitates printing by a commercial printer, or price quotations indicate printing by a commercial printer would be more economical. 10. Orders forms printed by a commercial printer on the basis of a six to twelve month supply unless a larger quantity order would result in substantial savings and stability of the form design is assured. 11. A Publishing Services P-Card will facilitate printing by a commercial printer. Cost allocation to the departmental account will occur through the P-Card system. 12. Completes Printing Service order. Retains white copy of printing service order in Publishing Services file. Returns pink copy to the originating department. 13. Maintains the Forms Control File.

Attachments:
None

Department Review			
<i>Required</i>	<i>Department</i>	<i>Signature</i>	<i>Printed Name</i>
<input type="checkbox"/>	City Attorney		
<input type="checkbox"/>	City Clerk		
<input type="checkbox"/>	CEDD		
<input type="checkbox"/>	Off. of Communications		
<input type="checkbox"/>	Finance		
<input type="checkbox"/>	Fire		
<input type="checkbox"/>	General Services		
<input type="checkbox"/>	Housing		
<input type="checkbox"/>	Human Resources		
<input type="checkbox"/>	IT		
<input type="checkbox"/>	Library		
<input type="checkbox"/>	Museum		
<input type="checkbox"/>	Off. of Homeless Solutions		
<input type="checkbox"/>	Parks, Rec & Comm Svcs		
<input type="checkbox"/>	Police		
<input type="checkbox"/>	Public Utilities		
<input type="checkbox"/>	Public Works		