

OPR002. Forms Management

Procedure Category: Operational (OPR) – procedures that are of a general administrative or operational nature

Subject: Procedure for Forms Management

Procedure Owner: Executive Vice President of Business Services

Related Procedures:

I. Scope

This procedure addresses forms management and applies to all college departments, faculty, and staff.

II. Procedure Purpose

The purpose of this procedure is to ensure a standardized management process for all forms to include development, revision, approval and disposal.

III. Definitions

Standardized Form – A form used in more than one area of the college, i.e. is shared by or is transmitted between two or more offices.

Unique Form – A form used by only one office to manage internal procedures.


IV. Procedure

1. All standardized forms must be available on the college website.
2. Any employee may prepare a standardized form for adoption. The proposed standardized form will be forwarded through the supervisor to the appropriate administrator. If approved, the standardized form will be forwarded for posting to the web. All standardized forms must include an adoption date in the lower right hand corner as well as the administrative procedure(s) they are tied to, if applicable.
3. Upon adoption of a revision to a standardized form, all previous versions are obsolete and should be recycled. Revised standardized forms must include the revision date in the lower right hand corner.
4. Unique forms are not subject to the college's forms management process.

V. Effective Date(s)

This procedure first became effective April 1, 2014.

VI. Signature and Title

This procedure is implemented by: _____


Title: Executive Vice President of Business Services