

DEPARTMENTAL MANUAL



TRANSMITTAL SHEET

PART 387 DM 1	SUBJECT INFORMATION RESOURCES MANAGEMENT Forms Management Policy and Guidance for Creating, Using, and Maintaining Forms	RELEASE NUMBER 4004
FOR FURTHER INFORMATION, CONTACT Office of the Chief Information Officer		DATE JAN 28 2015

EXPLANATION OF MATERIAL TRANSMITTED:

This Departmental Manual Release 387 DM 1 Policy and Guidance for Creating, Using, and Maintaining Forms updates the Department's policy for forms management. Updates to the policy incorporate authorities, laws, and regulations that have been issued since the policy was last updated, such as the Government Paperwork Elimination Act. The updated policy also brings the Department's requirements for forms management in line with advancements in information technology.

The chapter is also moved from Part 380 of the DM which covers records management and is assigned to a new Part 387. Part 387 is intended to better reflect requirements for creating, using, and maintaining forms using newer technologies.

Principal Deputy Assistant Secretary – Policy, Management and Budget

FILING INSTRUCTIONS:

Remove:
380 DM 7 (3 Sheets)

Insert:
387 DM 1 (3 Sheets)