

Chapter 6. ELECTRONIC FORMS

6-1. Controlled Electronic Forms

- A. Electronic forms are not registered in the Departmental Forms Management inventory when used solely as data input screens with no relation or similarity to a paper form. The development and management of such forms is the responsibility of the manager of the system each form serves.

- B. Electronic forms are registered and tracked in the Departmental Forms Management inventory when:
 - 1. The electronic form is used as a graphic replication of a current or previous paper form;
 - 2. The electronic form is used concurrently with a functionally similar paper form;
 - 3. Any prescribed procedure or other element of a related processing system is referenced by a form number.