Instructions

I. **GENERAL INSTRUCTIONS** – Submit to the Records Management Division. Reports are due to the Records Management Division no later than July 31 of each calendar year (State Government Article 10-608, Annotated Code of Maryland). If additional space is needed, continue on a blank sheet of paper identifying the name of the Department/Agency and FY of report.

II. **ITEMS**

6. **INTRA-DEPARTMENTAL/AGENCY FORMS:** Those forms that are used within the reporting department/agency, exclusively.

   a. Number of forms is the final figure shown on the last year's report and supplied by the Records Management Division (RMD).

   b. Number of forms that were developed during the current fiscal year. Do not include forms that were created due to new legislative requirements.

   c. Number of forms created as a result of legislation enacted during the current fiscal year.

   d. Number of forms that were previously in existence but have been brought under the department/agency's control and numbering system for the first time.

   e. Number of forms discontinued during the fiscal year.

   f. Number of forms revised during the fiscal year.

   g. Number of forms which can be completed and transmitted electronically.

   h. Total number of forms for the current fiscal year. Total achieved by 6a+b+c+d-e=h.

7. **PUBLIC USE FORMS –** Forms that are required to be filled-in by private citizens, institutions and businesses.

   a. Figure supplied by RMD. Follow same directions as listed in Item 6 above.

8. **INTER-GOVERNMENTAL FORMS –** Forms that are required to be completed by other State departments/agencies or local government agencies.

   a. Figure supplied by RMD. Follow same directions as listed in Item 6 above.

9. **TOTAL:** Add figures for Forms Categories 6, 7 and 8 in the respective columns a+b+c+d-e=h.

10. **SIGNIFICANT ACCOMPLISHMENTS**

    a. Briefly describe procedures or other actions which resulted in the elimination, consolidation or improvement in the quality of forms. Identify the specific form(s) involved. Where possible, enclose "Before" and "After" samples.

    b. Other cost saving criteria, e.g. eliminate stocking, print as needed, etc.

11. **GIVE REASON(S) FOR CREATING NEW FORM(S)**

12. **FORMS REDUCTION COST SAVINGS**

    Determine actual cost to print a form. Then, using the following equation: $\underline{\text{Form Print Cost}} = \text{Cost Savings}$
    $$\text{4\% (.04)}$$
    Enter the $ amount (actual form print cost) into the equation and divide that figure by 4% (.04) to determine the Cost Savings for each reduced/deleted form.

    a. Enter the total number of forms reduced.

    b. Determine Average Print Cost by adding print costs of all reduced forms and then dividing the sum (total) by the total number of reduced forms, which results in the Average Print Cost.

    c. Determine the Total Cost Savings by adding the Cost Savings for all reduced forms. The sum (total is to be entered in "C" column, Total Cost Savings.