



SECTION: GA
TOPIC: FORMS 04
NUMBERING SYSTEM
DECEMBER, 2002

ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: FORMS – MANAGEMENT PROGRAM
NUMBERING SYSTEM FOR DANE COUNTY FORMS**

The purpose of the Dane County numbering system is to:

- Identify each form with a department or division to establish responsibility and control of all forms.
- Provide Dane County departments with an accurate list of all their department's forms.
- Streamline the form filing system of the Production Printing Service to afford greater savings to Dane County departments.

The Printing and Services Division will assign Dane County Form number and date to each form and establish historical and functional files of Dane County forms. New forms will be numbered when submitted for printing.

Printing and Services will regularly provide each Dane County department with numerical and alphabetical lists of the forms from their department for review. It is the responsibility of the department to determine if forms have become obsolete.

The Printing and Services Division will periodically review all forms to determine any duplication and will work with departments to resolve these problems to achieve greater cost savings to Dane County.

END OF NARRATIVE



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1. The Printing and Services Division assigns a Dane County form number to all regularly ordered forms.
2. Dane County form numbers consist of a department number, division number followed by consecutive form identifier. (i.e., 014-3-15)
3. Each form maintains a version date for all forms produced by the Production Printing Service. (i.e., 014-3-15(11/94)).
4. As forms are revised, the Dane County forms number remains unchanged. The version date is changed to reflect the revised version.
5. When reordering forms that have been assigned a Dane County number, requesting departments must enter the Dane County number on the Printing Requisition.
6. Forms used by various departments, such as the Production Printing requisition are numbered with a controlling department's number. Such forms cannot be changed without approval by the controlling department.

END OF POLICY