

INSTRUCTIONS FOR COMPLETING FORMS MANAGEMENT SURVEY/REPORTING SHEET

1. **Current Form No.** — this number will be assigned to the forms by the Forms Management **Officer**. Departments should leave this space **blank** unless the form is being used to report revisions to existing **forms**. At that **time**, the current form number should be **indicated**.
2. **Current Form Name** — indicate the name of the **form**.
3. **Description of form** — briefly describe the **form, e.g., 1-part, 8½ x 11", 1-side**, white **stock**, black **ink**. Indicate the stock if **known**.
4. **Purpose of Form** — briefly indicate the purpose of the **form, e.g.,** collection of student **information**, vendor bid **application, etc.**
5. **Average Monthly Usage** — based on your current or projected **usage**, indicate the average monthly **usage**.
6. **Approving Authority** — indicate **Dean**, Director or **Dept. Head**.
7. **USE** — Place one of the following number codes in this **column**. Note that a form may be reported in only one of these **categories**.
 - 1 = **Intra-campus** — relates to forms that originate in your department and are used only within this **campus**.
 - 2 = **Inter-system** — relates to forms that originate within your department that are also used/filled in by other institutions within the University of Maryland **System**.
 - 3 = **Public Use** — relates to forms that originate at **UMBC** and are sent outside of the institution to **citizens, businesses, students**, and **local**, state and/or Federal governments to gather **information**. This would also include forms that your institution sends to educational institutions outside of the University of Maryland **System**.
8. Each form must be classified as one of the following to identify the reason for the **form**:
 - 1 = **Newly Created**
 - 2 = **Revised** — once the initial survey/reporting sheet has been submitted and all of the **units'** forms have been approved and **numbered**, units must report any forms that have been revised by resubmitting the form and putting the date that the form was revised in this **column**.
 - 3 = **New Legislation** — if this is a form that was developed as a result of legislation enacted during the fiscal **year**.
 - 4 = **Newly Controlled** — if this is a form that was previously in **existence**, but has been brought under the Forms Management control and numbering system for the first **time**.

Note — for purposes of the initial reporting **sheet, all forms will have a "4" in this column since this will be the first time the forms are being controlled and numbered.**
 - 5 = **Discontinued** — once the initial survey/reporting sheet has been submitted and all of the **units'** forms have been approved and **numbered**, units must report any forms that have been discontinued by resubmitting this form and placing a **"5"** in this **column**.