

Forms Coordinator Responsibilities

- Distribute annual forms inventory to divisions/sections and work with them to review and update the inventory.
 - Certify forms inventory in RMS.
 - Request any adds/changes/deletions to State Form Numbers (SFN) through ServiceNow.
- Review forms created internally to verify State Forms Design Standards are being followed.
 - Standards and Forms Design principles are on the Records Management [website](#)
- Periodically evaluate internal forms management practices.
- Inform Records Management of personnel changes in this role.