official or agency has not substantially complied with the provisions
of chapters 40.10 and 40.14 RCW, he shall refer to the committee for
approval or other action. Requests received by his agency for the
purchase or acquisition of files and filing equipment from the
requesting official or agency.

Sec. 2. Section 43.77.030, chapter 8, Laws of 1965 and RCW
43.77.030 are each amended to read as follows:

Hereafter no state official or agency of the state shall
acquire by purchase or otherwise any printing, microfilm, or other
duplicating equipment, other than typewriters (or direct
copy) or mimeograph machines, unless authorized by the state printing and
duplicating committee to so acquire.

Approved by the Governor February 23, 1973.
Filed in Office of Secretary of State February 23, 1973.

CHAPTER 13
[Senate Bill No. 2089]
STATE FORMS MANAGEMENT--PROGRAM--CENTER--CREATED

AN ACT Relating to state government; providing for a state-wide forms
management program within the department of general
administration; prescribing powers, duties and
responsibilities; and adding a new section to chapter 43.19
RCW.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

NEW SECTION. Section 1. There is added to chapter 43.19 RCW
a new section to read as follows:

The director of the department of general administration shall
establish and staff an activity within the department to be known as
the "forms management center" for the coordination, orderly design,
implementation and maintenance of a state-wide forms management
program.

The director of general administration, through the forms
management center, shall:

(1) Coordinate a forms management program for all state
agencies, and educational institutions and provide assistance in
establishing internal forms management capabilities;

(2) Study, develop, coordinate and initiate forms of
interagency and common administrative usage, and establish basic
state design and specification criteria to effect the standardization
of state forms;

[57]
(3) Provide assistance to state agencies and educational institutions for economical forms design and forms art work composition and establish and supervise control procedures to prevent the undue creation and reproduction of state forms;

(4) Provide assistance, training and instruction in forms management techniques to state agencies and educational institutions forms management representatives and departmental forms coordinators, and provide direct administrative and forms management assistance to new state organizations or institutions as they are created;

(5) Maintain a central cross index of state forms to facilitate the standardization of such forms, to eliminate redundant forms, and to provide a central source of forms usage and availability information;

(6) Utilize appropriate procurement techniques to take advantage of competitive bidding, consolidated orders and contract procurement of forms, and work directly with the public printer toward more efficient, economical and timely procurement, receipt, storage and distribution of state forms;

(7) Coordinate the forms management program with the existing state archives and records management program to insure timely disposition of outdated forms and related records;

(8) Conduct periodic evaluation of the effectiveness of the overall forms management program and the forms management practices of the individual state educational institutions and state agencies, and maintain records which indicate net dollar savings which have been realized through centralized forms management;

(9) Enter into agreements which delegate implementing action to state agencies or educational institutions where such mutually developed arrangements will result in the most timely and economical method of accomplishing the responsibilities set forth in this section; and

(10) Develop and promulgate rules and standards to implement the overall purposes of this section.

All educational institutions and agencies of the state shall cooperate with and support the development and implementation of the state-wide forms management program. To assist in the coordination and implementation of the forms management program, each state educational institution and agency shall appoint a forms management representative.

Approved by the Governor February 23, 1973.
Filed in Office of Secretary of State February 23, 1973.