

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((, direct copy)) or mimeograph machines, unless authorized by the state printing and duplicating committee to so acquire.

Passed the Senate January 23, 1973.

Passed the House February 13, 1973.

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;

(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.

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Passed the House February 13, 1973.

Approved by the Governor February 23, 1973.

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