



FORMS COORDINATOR
ALL-HANDS
FEBRUARY 26, 2025

NORTH
Dakota
Be Legendary.

Information Technology

AGENDA

- Service Change Update
- Forms Design Tools Matrix
- Adobe Designer Overview/Demo
- Q & A

Service Change Project Update

Summary of Change: Effective July 1, 2025 NDIT Records Management will no longer create or design state forms as a service.

NDIT Records Management will continue to:

- Oversee program and provide education and training materials
- Provide support for enterprise tools (available to answer questions/troubleshoot)
- Review forms to ensure they meet standards
- Assign State Form Number (SFN) and assist in inventory maintenance

Agencies will be responsible for:

- Design, maintenance, and management your own forms, submission for review and SFN assignment
- Working with NDIT app developers for forms that require enhanced features (Jotform, Dynamics, ServiceNow)

Service Change Project Update

Action Required:

- **Prepare:** Plan and budget for the transition of form creation and design tasks to an in-house individual or team.
- **Identify Training Needs:** Assess your training needs and take advantage of the available resources and training opportunities provided by NDIT Records Management.
- **Licensing:** Ensure your team has access to the necessary software, such as Adobe Designer and Adobe Pro and/or JotForm. These tools are available for low or no additional cost. Contact NDIT (Chuck Picard) if additional licenses are needed.
- **Legacy Forms:** If you still have forms in legacy systems such as Liquid Office, they will need to be deleted or converted to another product (such as Adobe) prior to July 1. We will not be able to provide the design tools to maintain these forms as they are no longer supported. Contact Records Management as soon as possible if you have legacy forms.

Self-Service Data Collection Tools



Adobe Designer (AEM)

- Used for designing fillable/printable PDF forms
- Enterprise solution: Most state forms are currently PDF forms
- Designer is more robust than Acrobat Pro for forms design
- Can be integrated with Adobe Sign
- Designer licenses are available at no additional cost



**REQUEST FOR EXEMPTION FROM INFORMATION TECHNOLOGY
STANDARDS OR STATUTORY POLICIES**
INFORMATION TECHNOLOGY
SFN 51687 (6-2019)

	Request Number <i>(NDIT Use Only)</i>
Agency Name	Agency/Business Unit Number
Name of Contact Person	Telephone Number
Describe Exemption Requested	

Self-Service Data Collection Tools



- Used for web-based data collection
- Can stand alone or be integrated with other systems or websites
- PDF forms can be directly replaced
- Options to protect regulated data
- Licenses are available at a cost of \$86/mo per named user (requires an annual commitment)
 - Grants access to design, maintain, and publish web forms
 - Grants access to submitted data
 - Grants access to vendor support



Information Technology

REQUEST FOR POLICY
EXCEPTION

SFN 51687 (11-2023)

Agency Name *

Division/Business Unit *

Phone Number *

Please enter a valid phone number.

Self-Service Data Collection Tools



- Used to create web-based surveys, polls, and basic data entry forms
- Not considered an enterprise solution/not suitable for official state forms (should be internal use only)
 - Access Management Concerns
 - Limited Customization Options
 - Not capable of meeting State Forms program design standards.
 - Response Limits and Restrictions
- No cost/provided with M365 licensing

Data Loss Prevention (DLP) Survey

Please provide us with some feedback on the notification you received indicating sensitive information was flagged in an outgoing email.

1. Do you feel that you received this notification in error (the information sent was not sensitive)? *

☐ Yes









☐ No

2. Do you have a business need to send this sensitive information via email?

☐ Yes

☐ No

Data Intake and Collection Matrix

 Adobe PDF Forms	 Microsoft Forms	 Jotform	 Dynamics 365 servicenow
✓ Physical paper form required	✓ Single use one-time polls, surveys and quizzes	✓ Direct Replacement paper and/or fillable pdf forms	✓ Low Code application to support primary business function or processes.
✗ PHI/PII	✓ Included in Microsoft 365 Licensing	✓ Regulated Data	✓ Complex process automation
✗ Manual Data Transfer	✓ User Created	✓ User or IT Created	✓ Regulated Data
✗ User experience	✓ Simple automations within Microsoft 365	✓ Broad integration support	✗ Skilled development
 Low Risk Data	✗ Limited Customization Options	✗ Complex process automation	✗ Increased solution complexity
	✗ Response Limits and Restrictions	✗ Not a Long-Term Data Repository	 Low, Moderate and High-Risk Data
	 Low Risk Data	 Low, Moderate and High-Risk Data	

State Forms Central Repository

- State eforms page: [Forms | North Dakota State Government - ND Portal](#)
 - Contains some agency forms, but not all
 - Some do redirects to their websites
 - All PDFs (no other formats accepted/or links)
 - Must download (instructions are there)
 - Always ensure that the most current version is posted

Adobe Designer Demo

Q & A



Contact Us

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Visit our website: [Records Management | \(nd.gov\)](https://records.nd.gov)