

### **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
- Centralize forms and ensure staff are educated and aware of Forms Management practices
  - Survey staff to develop an inventory of all forms being created, used and stored in the department/division and what forms development tools are being used
  - Review forms created internally to verify State Forms Design Standards are being followed
- Inform Records Management of personnel changes in this role