

STATE FORM NUMBERING

RSMo Section 37.330 - Units powers and duties

- (2) *Establish a central state form numbering system and a central cross-index filing system of all state forms, and shall standardize, consolidate and eliminate, wherever possible, forms used by state government.*

1. The Structure for State Form Number

Example: MO XXX-YYYY N

MO - State designation

XXX - 3 digit identifier for each agency/department, predetermined by Forms Management.

YYYY - 4 digit number that identifies each specific form. (Starting from 0001 for each agency/department with a maximum possibility 9,999 number assigned for each agency/department). Numbers will be assigned sequentially and not in blocks.

N - 1 digit letter used when the form is electronic

2. Assignment of State Form Numbers

State Form Numbers are assigned when the agency/department submits their forms collection to the forms unit or at the initialization of a new form. The designated number will then be added to the form at the time of creation or when a revision occurs. Form numbers are to be applied to electronic forms only if a hard copy is generated as an end product. The only time an electronic form will have the letter "N" added at the end of the number will be when it's designed to be filled in by agencies using an electronic fill package. [i.e. MO 300-0039N (12-00)]

3. Location of State Form Number

The State Form Number will be printed in the lower left corner of all forms unless this is not possible because of computer programming or other valid agency/department objections.

4. Location of Agency/Department Number

Agency/Department numbers (if justified) will be printed in the lower right corner of all forms, unless this is not possible because of computer programming or other valid agency/department objections.

5. First Printing or Revision Dates

The first printing or revision date will be placed on all forms at the time they are typeset as a new or revised form. [Example: MO XXX-YYYY (12-00)]

6. Obsolescence of State Form Numbers

Upon determination of obsolescence of a state form number the Forms Management unit or a State agency/department, the number will not be used again without mutual agreement.

7. Assigning and Printing Form Numbers on Envelopes

Form numbers are to be printed on envelopes because of the following reasons:

- a. To monitor and research the non-standard envelope sizes and non-standard windows positioning.
- b. To monitor and be better able to determine the best economic vendor quantities. We presently have 800 different envelopes with a combined annual usage of over 51,000,000.

**7. Assigning and Printing
Form Numbers on
Envelopes (Cont.)**

- c. To ensure that all envelopes with the stringent rules of the U.S. Postal Regulations.
- d. To enable agencies to accurately identify the correct envelope(s) when reordering and thus avoid costly mistakes.

Due to Postal Regulations no printing can occur in most of the area along the bottom part of envelopes, therefore the form number will be placed under, yet separate from the return address.

Agency form numbers will be applied along with the State number if requested. Any exceptions to not applying the State form number will be reviewed by Forms Management.

As with forms, requisitions for new and revised envelopes will be routed to Forms Management prior to printing by Corrections regardless of the volume.