

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 3 FY 78/79  
DATE 22 September, 1978

### SUNSET REVIEW OF STATE ADMINISTRATIVE PAPERWORK

WHEREAS, the growth in government regulations and associated paperwork has placed an undue burden upon Maine's citizens, private business and local officials;

WHEREAS, the vast amount of bureaucratic paperwork has added to the problems of the small business firms, frequently the backbone of a community or states like Maine;

WHEREAS, this growth in paperwork has resulted in the waste of taxpayer dollars and valuable time which can be better utilized on the delivery of services to those most in need;

WHEREAS, the lack of consistency and direction in the development of administrative forms results in the duplication of information and the inability for agencies to share mutually required information;


WHEREAS, the need exists to reduce unnecessary paperwork and to ensure that all such future administrative requirements are reviewed and coordinated in light of the goal to simplify, eliminate or consolidate requirements; and,

WHEREAS, this administration is determined to achieve efficiency, eliminate duplication, effect economy, and improve services to the public;

NOW, THEREFORE, I, JAMES B. LONGLEY, Governor of the State of Maine, do hereby order that:

1. By October 30, 1978, all state departments and agencies subject to the Governor's jurisdiction, which impose reporting burdens on non-state, public and private agencies and individuals are asked to meet the minimum goal of reducing required forms and reporting requirements by a minimum of 25%. Further, departments and agencies shall also simplify or consolidate forms where appropriate.
2. Each department and agency shall transmit to the Governor, through the State Planning Office, by October 22, 1978 a report showing the steps it has taken to eliminate, simplify and consolidate requirements in accordance with the attached guidelines.

3. By November 15, 1978 the State Planning Office shall transmit to the Governor a consolidated report of agency actions concerning their sunset reviews of administrative paperwork. The Planning Office shall further recommend procedures and measures which can be taken to establish an ongoing forms management system for all agencies and ways in which the state can continually monitor, coordinate and review agency form development in keeping with the goal of reducing excessive governmental paperwork requirements imposed upon local officials, the public and private organizations.
4. The Cabinet Management Committee shall also, by November 15, 1978 recommend procedures whereby internal state agency paperwork and form requirements can be reduced and simplified. The purpose of this review is to ensure that maximum agency time is devoted to public service and minimum efforts to internal administrative "red tape". The State Planning Office shall transmit the recommendations of the Cabinet Management Committee with the consolidated agency reviews to the Governor.

  
JAMES B. LONGLEY  
Governor

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GUIDELINES FOR THE SUNSET REVIEW  
OF ADMINISTRATIVE PAPERWORK

For the purpose of this forms review, a form is any document issued by your agency and used repetitively which has blank spaces for insertion of information, local officials, private businesses and individuals. This includes reports, records, work sheets, contracts, etc. They may be permanent or temporary forms, duplicated by any means.

The following steps for each Agency Head are suggested in conducting this review:

1. Assign Forms Review Responsibility - Individual or a Committee
2. Announce the Forms Review to all Supervisory Staff
3. Develop an Agency System to Inventory all Forms

Samples of all forms issued by the agency should be collected at the onset of the forms review. There is also minimum data that should be known before the Agency review can be done--

Form Number and Title (if any)  
 Number of Forms used annually  
 Frequency of Use -- daily, weekly, monthly, quarterly, annually, etc.  
 Purpose -- why is it needed  
 The statute or administrative rule requiring the form  
 Who Uses It?  
 Who required it to be filled out? -- unit, section, department, other agency  
 How long does it take to fill out? To process and file?  
 If there are copies, who do they go to  
 File Retention -- years in office file cabinets and/or inactive storage

All forms used and those created during the past two fiscal years and as of September 1, 1978, should be listed for use in reporting the results of the forms review.

4. Analyze all Forms

The Governor has asked that primary emphasis be placed on forms going out to the private sector and local units of government. Whenever possible, consult with private citizens and others who use the forms to insure their concerns are considered. In reviewing forms and related procedures, deal with the following questions:

What is the purpose of the form?

Is it required by statute or administrative rule?

Why is it necessary?

Does it justify the work generated by its preparation and use?

Is the required information available from any other source?

Is each item of information necessary?

Should requirements be changed or eliminated?

When is it used?

Can the frequency of use be reduced?

Where is it originated or transmitted?

Where does it go?

Do the related procedures need revision?

How is it completed and filed?

Are form completion instructions adequate? too detailed?

Can it be combined with other forms?

Can file retention practices be established or minimized?

Since the goal of this review is simplification and reduction of forms and their related costs, keep the following objectives in mind--

ELIMINATE unnecessary forms and unnecessary information on essential forms

SIMPLIFY all necessary details to improve accuracy and speed processing

COMBINE forms of similar functions

CHANGE data sequence to facilitate efficient data entry and form processing

IMPROVE the design to achieve maximum results with minimum effort

REDUCE forms procurement, printing, storage and distribution costs

IMPROVE public and employee attitudes

IDENTIFY LAW AND RULES requiring unnecessary information

5. Agency Head Reports

Submit the Agency Forms Review report by October 30, 1978 to the Governor through State Planning Office. This should contain the following amounts of information:

a. Number of Forms

Number of forms currently in use by the Department. Where appropriate, indicate these numbers by bureau or division.

b. Evaluation

A general summary of forms which are required legislatively or by administrative actions. Where necessary, indicate the number of forms required by Federal agencies, and actions which might be taken to simplify, consolidate or reduce those forms. Summarize the general purpose of the forms.

c. Actions

Indicate the number of forms or requirements you have eliminated, simplified or consolidated.

d. Form Review Procedure

Indicate the method used to review forms and suggest any ongoing procedures for form review and monitoring.