

1 2	FIRST REGULAR SESSION
3 4	ONE HUNDRED AND ELEVENTH LEGISLATURE
5 6	Legislative Document No. 91
7 8	H.P. 82 House of Representatives, January 5, 1983
9	Reference to the Committee on State Government suggested and ordered printed.
10	EDWIN H. PERT, Clerk Presented by Representative Murphy of Kennebunk. Cosponsors: Representative Kilcoyne of Gardiner, Senator Wood of York and Senator Gill of Cumberland.
11 12 13	STATE OF MAINE
14 15 16	IN THE YEAR OF OUR LORD NINETEEN HUNDRED AND EIGHTY-THREE
17 18 19 20 21	AN ACT Establishing Authority for a Forms Management Function Within the Department of Finance and Administration, Bureau of Purchases.
. 22 23	Be it enacted by the People of the State of Maine as follows:
. 24 25	Sec. 1. 5 MRSA §1811, sub-§8, as enacted by PL 1967 c. 492, is amended to read:
26 27 28 29 30 31 32 33	8. <u>Municipal purchasing</u> . To permit any political subdivision or School Administrative District in the State of Maine to make purchases of materials, equip- ment and supplies through the State Bureau of Pur- chases, subject to such procedures, rules and regula- tions as may be prescribed by the State Purchasing Agent. This subsection shall apply to a municipality notwithstanding any provision in its municipal char-
34	ter to the contrary . ; and

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Sec. 2. 5 MRSA §1811, sub-§9 is enacted to read:

9. Forms management. To establish, maintain and administer an active and continuing forms management program and to require all state departments and agencies to conform to such standards and procedures as may be determined by the bureau to be necessary to insure consistent, economical and efficient forms management practices within State Government.

STATEMENT OF FACT

10 The purpose of this bill is to provide for the 11 establishment of a centralized forms management pro-12 gram within the Bureau of Purchases.

Presently, there is no overall system to provide 13 14 design/graphic assistance services forms or filing/storage of original copies, masters and art 15 16 work for printing jobs that will be rerun (either by the state or commercial printers) when additional 17 copies are necessary. By establishing uniform stan-18 19 dards and procedures, assisting in the design of forms that can be easily and economically reproduced 20 21 and eliminating the need to remake originals it is 22 expected that the modest additional costs associated 23 with the establishment of a forms management program will be offset by savings to be realized through 24 25 improved procedures.

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