



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
9/14/23

PAGE NUMBER
1 of 3

NUMBER
DOC 210.115

POLICY

TITLE
FORMS MANAGEMENT

REVIEW/REVISION HISTORY:

- Effective: 7/15/81 DOC 220.110
- Revised: 9/6/85
- Revised: 11/6/95
- Revised: 7/1/97 DOC 210.115
- Revised: 11/29/04
- Revised: 12/11/06
- Reviewed: 12/11/07
- Reviewed: 11/20/08
- Revised: 12/4/09
- Revised: 1/9/12
- Revised: 2/1/15
- Revised: 5/20/22
- Revised: 9/14/23

SUMMARY OF REVISION/REVIEW:

Added I.D. that forms will be printed per DOC 210.100 Print Management
Removed section IV. as content covered by other Department policy

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

8/11/23

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 150.200 State Publications Standards and Department Logo; DOC 210.100 Print Management; DOC 690.400 Individuals with Disabilities; [Form Development Standards](#); [Forms Numbering Guidelines](#)

POLICY:

- I. The Department has established standards for the development of forms that track, record, and process information.

DIRECTIVE:

- I. General Requirements
 - A. Department forms may be created as hardcopy and/or alternative formats (e.g., application-based).
 1. Department forms are official Department documents and will be protected so that the integrity of the form can be maintained.
 - a. Exceptions may be approved by the Policy Program Manager.
 - B. Forms used for Department business must be current and will be made available on the Department's internal and external websites, as applicable.
 1. Employees/contract staff will make applicable forms available upon request to individuals under the Department's jurisdiction as needed.
 2. Individuals with disabilities will be provided access per DOC 690.400 Individuals with Disabilities.
 - C. When a form(s) is no longer needed, it will be discontinued and removed from circulation in all formats.
 - D. Department and facility forms will be printed per DOC 210.100 Print Management.
- II. Form Development
 - A. The Policy Office will maintain and coordinate the creation and revision of Department forms.
 1. Department forms will be numbered according to the Forms Numbering Guidelines and formatted using Form Development Standards.

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2. The Department Translator will complete translations for Department forms available in Spanish through the Policy Office.
- B. Facilities may develop and attach facility specific forms to operational memorandums to implement Department policy.
1. Facility specific forms cannot:
 - a. Replace current Department forms,
 - b. Be placed in a central file or health record, or scanned into the electronic imaging file, or
 - c. Be placed in a personnel, contract staff, or volunteer file.
 2. The Department's logo may only be used when approved by the Communications Office per DOC 150.200 State Publications Standards and Department Logo.
 3. Certified dual language employees will complete translations for facility forms available in Spanish.

III. Department Form Requests

- A. To request a new Department form, employees will complete and submit DOC 02-062 Form Development to the Policy Office.
- B. For changes to a current Department form, employees will send a request to the Policy Office that includes the changes needed.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 02-062 Form Development