

**DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL**

TRANSMITTAL SHEET

Release No. 260

October 20, 1999

SUBJECT: Administrative Series
 Part 381 Origination of Records and Information
 Chapter 2 Forms Management

EXPLANATION OF MATERIAL TRANSMITTED:

This release validates the accuracy of the forms management program contained in the MMS Manual. Duplicative and repetitive text has been removed. Readers are referred to the Departmental Manual for further guidance.

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Director

FILING INSTRUCTIONS:

REMOVE:

INSERT:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>	<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
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OPR: Information Resources Management Division
 Office of Administration and Budget

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MINERALS MANAGEMENT SERVICE MANUAL

Part 381 Origination of
Records and Information

Administrative Series 380.2.1
Chapter 2 Forms Management

1. Purpose. To establish policies and responsibilities for conducting the Minerals Management Service (MMS) Forms Management Program and to ensure forms are used effectively.

2. Authority.
 - A. 41 CFR Parts 101-11;

 - B. Departmental Manual (380 DM 7 Forms Management).

3. Policy. The policy of MMS is to ensure the efficient, effective, and economical procedures for the creation and use of all MMS forms. The Forms Officer must certify a new, revised, or canceled form and assign an MMS form number. This includes electronic forms created with the standard MMS electronic forms software package. Public use forms require departmental clearance and Office of Management and Budget (OMB) approval.

4. Responsibilities.
 - A. All Associate Directors, Chief, Office of Communications, Regional Directors, and the Administrative Service Center Managers are responsible for designating a Forms Liaison Officer (FLO) to coordinate forms management within their organization and for reporting the name of the official to the Forms Officer.

 - B. The Associate Director for Administration and Budget is responsible for the Forms Management Program.

 - C. The MMS Forms Officer will:
 - (1) Review and approve proposed, revised, or canceled MMS forms.

 - (2) Review and analyze forms with the criteria established in the Departmental Manual.

 - (3) Establish and maintain an inventory of all forms used by the MMS.

 - (4) Establish and maintain an official case file for each approved form.

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D. The Forms Liaison Officers (FLO) will coordinate forms management activities within their organizational element.

5. Cancelling Forms. Cancellations are to be submitted in writing by a Form MMS-1216 or an e-mail to the Forms Officer.

6. For further Forms Management guidance see 380 DM 7 Forms Management.