

<p style="text-align: center;"><b>NEVADA DEPARTMENT OF CORRECTIONS</b></p>	<p style="text-align: center;"><b>SERIES 100 GENERAL ADMINISTRATION</b></p>	<p style="text-align: center;"><b>SUPERSEDES: AR 104 (07/20/03)</b></p>
<p style="text-align: center;"><b>ADMINISTRATIVE REGULATIONS MANUAL</b></p>	<p style="text-align: center;"><b>ADMINISTRATIVE REGULATION 104 DEVELOPMENT AND STANDARDIZATION OF FORMS</b></p>	<p style="text-align: center;"><b>EFFECTIVE DATE: 09/06/04</b></p>

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MANDATORY REVIEW DATE 07/20/05

**PURPOSE**

To ensure the proper management and control over the creation, production, distribution and maintenance of all forms within the Department of Corrections.

To ensure standardization and consistency.

**AUTHORITY**

NRS 209.131

**RESPONSIBILITY**

The Executive Assistant to the Director is responsible for implementing and maintaining a forms management system.

## **DEFINITIONS**

**AR GATEKEEPER** – Designated Department staff that will be responsible for the finalization and distribution of the Administrative Regulations to the appropriate staff and other outside agencies.

**AR PROJECT COORDINATOR** – Designated Department staff that shall be responsible for managing and coordinating the development of the Administrative Regulations.

**FORMS** – Any printed or otherwise mass duplicated document used to gather or relay information.

**MASS DUPLICATION** – Any reproduction that involves in excess of five hundred (500) copies.

## **APPLICABILITY**

All staff that develops, writes, implements or utilizes Department forms.

## **PROCEDURES**

### **104.01 DEVELOPMENT AND STANDARDIZATION OF FORMS**

1.1 All new proposed forms will be submitted to the AR Project Coordinator via the AR Gatekeeper for evaluation and approval.

1.2 Forms that have been approved will be forwarded to the Executive Assistant of the Director for assignment of a number and retention of the original form.

1.2.1 The number will consist of the alpha prefix DOC, followed by a three or four digit number.

1.2.2 The month and year approved or revised will also be included – example DOC-001 1/01.

1.2.3 Forms will be sequentially numbered.

1.2.4 An index of forms will be maintained.

1.3 Any form that is to be mass duplicated will be produced in the Bookbindery located at the Nevada State Prison (NSP).

1.3.1 Only forms that have been approved and numbered will be mass duplicated.

1.3.2 The institution/facility implementing the form is required to supply the NSP Bookbindery with a “copy ready” form.

1.4 Forms will be kept to a minimum and only developed to ensure implementation of policy and procedures.

**REFERENCES**

None

**ATTACHMENTS**

None

\_\_\_\_\_  
Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**                    XX  
                          Yes                    No

**THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.**