



# ADMINISTRATION 15 – Form Development and Management

Date: October 15, 2007

Responsible Administrator: Secretary Treasurer

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## **1.0 RATIONALE**

Sturgeon School Division recognizes the need that all forms in the Division should be consistent and standard.

## **2.0 PROCESS**

The Secretary Treasurer will be responsible to administer this administrative practice.

## **3.0 GUIDELINES**

3.1 All forms are to be initiated and created by the department responsible for the collection of the information. The form must be identified as:

3.1.1 Operational requirement; or

3.1.2 Divisional requirement.

3.2 The process and requirement of the form is to be vetted by the Central Office Administration Leadership Team.

3.3 The Executive Assistant to the Secretary Treasurer will:

3.3.1 Review with the department that initiated the form.

3.3.2 Ensure the visual identity for the form conforms to Division requirements.

3.3.3 Inform the appropriate users of availability.

3.3.4 Maintain a central binder with a printed copy.

3.3.5 Ensure the form is placed on the central server.

3.3.6 Ensure that all forms are updated yearly.

3.3.7 All old forms are to be destroyed.

3.4 New forms will be used from the effective date.

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References: *Board Policy:*