

For: State and County Offices

Use of Unauthorized Forms and Documents

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Recent reviews conducted by County Operation Reviewers (COR's) have resulted in findings related to the use of obsolete and unauthorized forms, worksheets, applications, and other documents.

B Purpose

This notice:

- provides information about the development of forms
- instructs State and County Offices:
  - to discard all obsolete forms
  - that they **shall not** develop or use State or County Office developed forms, worksheets, applications, and other documents
  - to review the Most Recent Actions on Forms web site daily according to subparagraph 3 A.

C Contact

If there are questions about this notice, contact Mike Sienkiewicz by either of the following:

- e-mail at [mike.sienkiewicz@wdc.usda.gov](mailto:mike.sienkiewicz@wdc.usda.gov)
- telephone at 202-720-8959.

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2007	State Offices; State Offices relay to County Offices

## 2 Basic Information (Continued)

### A Privacy Act and Information Collection Procedures

Any document that collects data from a producer, regardless of whether the producer's signature is required, is subject to the Privacy Act and Information Collection Procedures, including clearance of such documents by the following offices:

- National Office program area
- MSD, Forms and Graphics Section
- Office of Management and Budget.

**Note:** See 3-AS.

### B State and County Office Developed Forms

All forms, worksheets, and documents developed by State or County Offices that are used to obtain information **must** be submitted to National Office for review and clearance.

## 3 Action

### A State and County Office Action

State and County Offices shall:

- discard all obsolete forms
- **not** develop or use State or County Office developed forms, worksheets, applications, and other documents other than those issued and/or cleared by the National Office **before** use
- review the most recent actions on forms daily at <http://165.221.16.90/dam/ffasforms/Actionlist.asp>, under "Daily Forms Action".