

CONTENTS

1 Policy and Coverage 1

1-1. Policy 1

1-2. Authority 1

1-3. Definitions 2

2 Responsibilities 5

2-1. Assistant Secretary for Administration 5

2-2. Headquarters Primary Organization Heads 5

2-3. Regional Administrators 6

2-4. Forms Management Liaison Officers 6

3 Standards and Requirements 9

3-1. Design and Analysis of Forms 9

3-2. Identification of Forms 9

3-3. Clearance Requirements 10

3-4. Forms Control Files 11

3-5. Catalog of Forms / Forms Index 11

4 Processing Procedures 13

4-1. New/Revised Forms 13

4-2. Canceling Forms 13

5 Printing, Stocking and Distribution 15

5-1. Responsibilities 15

5-2. Initial Printing of Forms 15

5-3. Reprinting Forms 15

5-4. Stock Sources 15

5-5. Private Printing of HUD Forms 16

6 Electronic Forms 17

6-1. Controlled Electronic Forms 17

APPENDICES

1. Forms Action Request, form HUD-21003
2. Printing Requisition, form HUD-20
3. Approval Request for Internal Reports, form HUD-131
4. Request for OMB Review, form SF-83