



TITLE	POLICY NUMBER	
Form Creation and Revision	DCS 11-11	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Communications	05/09/2017	5

I. POLICY STATEMENT

The Office of Communications publishes forms to support employees in achieving the mission of the Department of Child Safety (DCS). This policy describes the steps required to create and revise forms.

II. APPLICABILITY

This policy applies to all DCS employees.

III. AUTHORITY

[A.R.S. § 8-453\(A\)\(10\)](#) Powers and Duties

IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

Office of Communications: The unit within DCS that has responsibility for an array of services including managing the DCS website, media relations, community relations, and graphic design.

V. POLICY

A. New Form Creation and Revision

All new Program and Administrative forms and revisions to existing Program and Administrative forms are requested by completing an online [Graphics and Design Request Form](#).

1. The DCS Graphics and Design staff shall coordinate the process of creating new forms and updating existing forms.
2. The DCS Graphics and Design Staff shall be the central point of contact to ensure Department-wide consistency of form development, design, and production.
3. Any significant deviation from Department-wide design for a particular form or set of documents shall first be approved by the requestor's manager and subsequently by the Director of the Office of Communications.
4. Graphic design requests for material intended for an audience outside DCS shall be directed to the Office of Communications.

VI. PROCEDURES

A. Requesting New or Updated Forms

1. All requestors must fill out the [Graphics and Design Request Form](#) in SharePoint.
2. **The requestor shall obtain approval from the Administrator prior to submission.**
3. The email shall include one or more of the following:
 - a. typed elements and a description of the purpose and use of the form;
 - b. draft of the form in Microsoft WORD or ADOBE software; and/or

- c. a scanned copy of an existing form with handwritten edits.
- 4. The DCS Graphics and Design Staff will review the request and respond to the submitter by e-mail no later than two business days of receipt.
- 5. The DCS Graphics and Design Staff will make changes and/or create a new form or other document, and return to the requestor for review and approval. This process may require several attempts before the form or project is complete.
- 6. The requestor obtains managerial approval for the completed form and notifies the DCS Graphics and Design Staff.
- 7. The DCS Graphics and Design Staff posts the document to the Digital Library or submits the form to the Web Master to post on the Extranet.

B. Requesting Printed (hard copy) Forms from the Warehouse

- 1. The requestor completes a Warehouse Request Form ([DCS-1195A](#)), indicates the details of the order, and submits the form to DistributionCenter@azdcs.gov.
- 2. The DCS Closed Records/Surplus Manager examines the available inventory.
- 3. If the inventory is adequate to fill the order, the Closed Records/Surplus Manager obtains the quantity requested, fills the order, and ships it to the requestor.
- 4. If the total quantity requested is not available, the Closed Records/Surplus Manager will fill the order to the extent possible and email the Procurement Unit at Procurement@azdcs.gov to request additional inventory from preferred print vendors
- 5. Completed print jobs are shipped to the DCS warehouse and the order is sent to the requestor.

VII. FORMS INDEX

[Warehouse Request Form \(DCS-1195A\)](#)