



STATE *of* NEBRASKA  
EXECUTIVE OFFICE  
LINCOLN

EXECUTIVE ORDER

No. 8

WHEREAS, the Administrative Departments of State Government have, during the years of their existence, required numerous forms to be created, printed, distributed, processed and maintained for the purpose of assisting in the administration of the law and the delivery of government services; and

WHEREAS, the multiplicity of these forms and the subsequent processing of information required by them have now resulted in a proliferation of excess paper which is impairing the ability of State employees to render effective and meaningful service and the burgeoning amount of forms - related activity is imposing an unnecessary burden on cities, counties, and other units of local government, as well as creating a burdensome and costly responsibility for our citizens, businesses and other organizations which are required to fill out endless numbers of forms; and

WHEREAS, the Senate and House of Representatives of the United States of America have enacted the, "Paperwork Reduction Act of 1980", the purpose of which in part is to minimize the federal paperwork burden for individuals, small businesses, state and local government, and other persons; and

WHEREAS, the Task Force for Government Improvement has recognized an intolerable burden in the number of government forms descending upon private enterprise much of which is unneeded and quite often incomprehensible; and

WHEREAS, the Legislature of Nebraska is now considering a "Forms Management Program Act" (Legislative Bill 292) which would provide for the coordination, orderly design, implementation and maintenance of a State Agency forms management program with the stated purpose of simplifying, consolidating, or eliminating, when and where expedient, the forms, surveys and other documents used by State Agencies;

NOW, THEREFORE, I, CHARLES THONE, Governor of the State of Nebraska, do hereby order and direct the following:

1. The Director of Administrative Services shall initiate a forms management program within the Department of Administrative Services that will be directed toward an effective and efficient utilization of forms by Code Agencies.

2. Pursuant to the aforementioned, each Code Agency shall designate a forms management representative who shall provide assistance in the development of the program and be responsible for its implementation within such Agency. The name of the individual so designated shall immediately be reported to the Director of the Department of Administrative Services.
3. Each Code Agency, in a manner prescribed by the Department of Administrative Services, shall undertake a complete inventory of their forms. Each Code Agency shall also prepare an accounting of procedures and resources presently utilized in the creation, printing, distribution, processing and maintenance of forms and an estimate, based upon previous experience, of the total annual costs realized in the performance of these functions. The results of these activities shall be reported to the Director of the Department of Administrative Services by Friday, May 29, 1981.
4. Until further notice, a moratorium on the printing, reproduction and purchase of all newly created or redesigned forms utilized by the various State Agencies, Commissions and Boards subject to the Governor's jurisdiction, is in effect. This moratorium will run concurrent with the inventory and reporting activities for Code Agencies and is necessary to ensure a timely and accurate collection of information.
5. The provisions of the moratorium are not to be construed to deprive Agencies of needed forms. Those forms found to be needed on an emergency basis and to be in the interest of efficient government may be obtained, subject to the interim approval of the Director of the Department of Administrative Services.

a. This Order shall take effect immediately.

Dated at Lincoln, Nebraska this 30th day of April, 1981



CHARLES THONE, GOVERNOR

Filed this 30 day of April, 1981



SECRETARY OF STATE

