

PROPOSED REVISIONS

12/22/2025

	No.: 2.05
	Date: 2/16/87
	Approved By: BCC
	Revised: 6/27/06
Title: ISSUANCE AND CONTROL OF FORMS	Page 1

I. POLICY

Orange County Graphics (Graphics) is charged with the responsibility of printing and maintaining the master files for all forms not on the intranet/internet that may be used by departments/divisions for distribution by Orange County. Divisions may contact Graphics to inquire about form numbers, (usually located in the bottom left corner, with the last revision date) and what their annual usage has been for all forms printed by Graphics. This policy applies to all departments under the jurisdiction of the Board of County Commissioners unless they are granted an exemption by the Office of Communications Division Manager or designated staff.

II. PROCEDURES

A. New forms or revisions to old forms must be submitted along with a Request for Printing to Graphics@ocfl.net. The new or revised form should be approved within the department or constitutional office prior to submittal to Graphics.

B. The revisions or new form will be returned to the requestor for approval prior to the form being printed.

C. When the requestor approves and signs the new or revised form, it is returned to Graphics for printing.

D. Graphics is responsible for maintaining files of all forms, form numbers, and revision dates, and masters.

E. Any form to be used for computer input must first be approved by the Information Systems and Services Division prior to submission to Graphics.



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FOR MORE INFORMATION CONTACT: Graphics Section, Office of Communications

Division

REFERENCES: None