



State of Iowa

Executive Department

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF IOWA

EXECUTIVE ORDER NUMBER 28

- WHEREAS, the function of state government is to provide services to the citizens of Iowa in the most efficient and cost-effective manner possible; and
- WHEREAS, while a great percentage of forms used by state government are required by the federal government, nonetheless, the growing number of forms generated by state government can also be a hindrance to the expedient delivery of those services; and
- WHEREAS, unnecessary or unclear forms and reports impose an undue burden on our cities, counties, school districts, and other units of local government, as well as causing time-consuming and costly additional work for individual citizens and the private sector; and
- WHEREAS, the printing, distribution, duplication and storage of forms strains state government personnel and budgets; and
- WHEREAS, the elimination of superfluous forms and the streamlining and consolidation of other forms can provoke a positive improvement in the operation of state government;
- NOW THEREFORE, I, Robert D. Ray, Governor of the State of Iowa, by virtue of the authority vested in me by the laws and Constitution of the State of Iowa do hereby establish the

IOWA PAPERWORK TASK FORCE

whose members will be selected with consideration for their knowledge relative to state government, intergovernmental relations and government mandates and requirements for business.

Said Iowa Paperwork Task Force shall forthwith proceed to:

1. Systematically review and catalog state agency forms with particular attention directed to forms used by citizens, businesses, other private organizations and local units of government. Secondary emphasis shall be given to forms used in internal state government operations.
2. Take public testimony and comment relative to state government forms.
3. Recommend the abolition, modification, and consolidation of government forms where practical and cost-effective.

4. Critically examine forms to improve readability, with a primary goal being the preparation of forms written in clear, concise language and easily understandable by those from whom information is solicited.
5. Offer suggestions for state government departments to sustain an on-going review of forms and proposed forms in order to stem the tide of additional paperwork.
6. Recommend to the Governor any appropriate action for forms management and control including repealing or amending any statutes or rules necessary to affect the intent of this order.
7. Summarize its findings in a report to the Governor to be submitted by March 1, 1978.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name, and caused the Great Seal of the State of Iowa to be affixed. Done at Des Moines this 5th day of November in the year of our Lord on thousand nine hundred seventy-seven.


GOVERNOR



Attest


SECRETARY OF STATE