
By: **Delegate Rawlings**

Introduced and read first time: February 18, 2003

Assigned to: Rules and Executive Nominations

Re-referred to: Ways and Means, February 27, 2003

Committee Report: Favorable

House action: Adopted

Read second time: March 18, 2003

CHAPTER 467

1 AN ACT concerning

2 **State Government - Forms Management - Extension of Implementation Date**
3 **for School Data**

4 FOR the purpose of extending the implementation date for the applicability of certain
5 standards for data collection forms for schools, school systems, and the State
6 Department of Education; and generally relating to data collection forms.

7 BY repealing and reenacting, without amendments,
8 Article - State Government
9 Section 10-606
10 Annotated Code of Maryland
11 (1999 Replacement Volume and 2002 Supplement)

12 BY repealing and reenacting, without amendments,
13 Chapter 459 of the Acts of the General Assembly of 1998, as amended by
14 Chapter 91 of the Acts of the General Assembly of 2000
15 Section 2

16 BY repealing and reenacting, with amendments,
17 Chapter 459 of the Acts of the General Assembly of 1998, as amended by
18 Chapter 91 of the Acts of the General Assembly of 2000
19 Section 3

20 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF
21 MARYLAND, That the Laws of Maryland read as follows:

Article - State Government

10-606.

(a) The plan shall:

(1) ensure that the forms management officer approves the use of a form by the department or independent unit only if the form:

(i) is needed for the effective or efficient operation of the department or independent unit;

(ii) requests information that is needed for or relevant to a lawful purpose of the department or independent unit;

(iii) does not impose an undue burden on the individual who is to complete the form;

(iv) is as brief, as plainly written, as well designed, and as easily completed as possible; and

(v) does not duplicate unnecessarily:

1. another form of the department or independent unit; or

2. a form of another department or independent unit;

(2) require a register of the forms that the forms management officer approves;

(3) require identification of each form in accordance with a standard identification system of the Division;

(4) provide for the most economical system by which to prepare, reproduce, and use a form; and

(5) require the forms management officer:

(i) to review periodically each form that has been approved to determine whether the officer still approves the form; and

(ii) if not, to remove the form from the register.

(b) In addition to any duties set forth elsewhere, the Division shall:

(1) develop a standard identification system to identify forms;

(2) help each department and independent unit to:

(i) develop a proposed plan; and

- 1 (ii) coordinate the proposed plan with other plans;
- 2 (3) review each proposed plan;
- 3 (4) approve each proposed plan that meets the requirements of this
4 section; and
- 5 (5) monitor and help in the administration of each plan to ensure
6 compliance.

7 (c) (1) In the preparation of a form that requires identification of
8 individuals by race, a department or independent unit shall include the following
9 racial categories:

- 10 (i) American Indian or Alaska Native;
- 11 (ii) Asian;
- 12 (iii) Black or African American;
- 13 (iv) Native Hawaiian or other Pacific Islander; and
- 14 (v) White.

15 (2) A form that requires identification of individuals by race shall
16 include instructions that multiracial respondents may select all applicable racial
17 categories.

18 (3) (i) Respondents shall select their own answers, except when it is
19 not possible for the respondent to do so.

20 (ii) In the event that a respondent is not able to select an answer,
21 an observer, such as a family member or friend, may select the answer on behalf of
22 the respondent.

23 (4) A form that requires identification of individuals by race shall
24 include a separate question about whether a respondent is of Hispanic or Latino
25 origin, with the question preceding the racial category question.

26 **Chapter 459 of the Acts of 1998, as amended by Chapter 91 of the Acts of 2000**

27 SECTION 2. AND BE IT FURTHER ENACTED, That, except as provided in
28 Section 3 of this Act, the standards enacted under this Act shall be applicable to a
29 data collection form that is created or revised after the effective date of this Act, and
30 the standards shall be applicable to all data collection forms no later than January 1,
31 2002.

32 SECTION 3. AND BE IT FURTHER ENACTED, That the standards shall be
33 applicable to all data collection forms for schools, school systems, and the State
34 Department of Education [no later than] BY July 1, [2003] 2006, OR BY THE DATE

1 ESTABLISHED BY THE UNITED STATES DEPARTMENT OF EDUCATION, WHICHEVER
2 OCCURS SOONER.

3 SECTION 2. AND BE IT FURTHER ENACTED, That this Act shall take effect
4 June 1, 2003.