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(a) In this Part I of this subtitle the following words have the meanings indicated.

(b) "Department" means a principal department of the Executive Branch of the State government.

(c) "Division" means the Records Management Division of the Department of General Services.

(d) "Form" means a document that has a standard format for the systematic and repetitive collection, maintenance, or transmission of information.

(e) "Independent unit" means a unit of the State government that is not in a department.

(f) "Plan" means a forms management plan for a department or independent unit.

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