



EXECUTIVE ORDER NO. 38

WHEREAS, the State of Wisconsin is dedicated to delivering efficient services to the citizens of Wisconsin; and

WHEREAS, state agencies require that various forms be completed in order to help administer the laws and deliver services; and

WHEREAS, the existence of unnecessary or ambiguous forms or forms requesting unneeded information creates wasteful paperwork, imposes a heavy burden on local units of government, businesses and other organizations, and private citizens, and impairs the effective delivery of services to the people; and

WHEREAS, a review of all agency forms resulting in the elimination of unnecessary forms and the simplification of needed forms will reduce paperwork, ease the burden borne by the people of the state, and allow government to deliver improved services at a decreased cost;

NOW, THEREFORE, I, PATRICK J. LUCEY, Governor of the State of Wisconsin, by virtue of the authority vested in me by the Constitution and Statutes of this state, do hereby ORDER AND DIRECT that:

1. The head of each agency shall immediately establish a forms review process in order to eliminate, consolidate, and simplify that agency's forms. Primary attention shall be directed to forms used by citizens, businesses, other private organizations, and local units of government. Secondary emphasis shall be directed to forms used in internal state government operations. When appropriate, agencies shall seek advice from private citizens and other form users.
2. The forms review process should place particular emphasis on the uses of individual forms. Special efforts should be made to eliminate forms that provide information which is infrequently utilized and which require extensive use of storage facilities.
3. All forms should be examined with the end in mind of improving their readability. Wherever possible, forms should be written in clear, concise language which is readily understandable by those from whom information is solicited.

UNITED STATES OF AMERICA

The State of Wisconsin



EXECUTIVE DEPARTMENT

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4. The head of each agency, after determining that forms which should be eliminated or simplified are nonetheless required by statute or rule, shall seek appropriate action to repeal or amend the statutes or rules in question.

5. The Department of Administration shall assist agencies in their forms review process by providing procedural recommendations: the Department shall also clarify areas of duplication on a statewide basis; and shall report the results of the forms review to the Governor by June 30, 1977.

6. Upon completion of the forms review, state agencies shall make recommendations to the Department of Administration regarding the avoidance of unnecessary forms and form requirements in the future.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this first day of November in the year of our Lord one thousand nine hundred and seventy-six.



Patrick J. Lucey
PATRICK J. LUCEY
Governor

By the Governor:

Douglas La Follette
DOUGLAS LA FOLLETTE
Secretary of State