

# ARTICLE 3. ELECTRONIC COPIES OF FORMS

[Rule 1.](#) Definitions; Application

## Rule 1. Definitions; Application

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### 60 IAC 3-1-1 Definitions

Authority: [IC 5-15-5.1-20](#)  
Affected: [IC 4-13.1-2-1](#); [IC 5-15-5.1](#)

Sec. 1. As used in this article, unless the context clearly requires another meaning, the following definitions apply throughout this article:

- (1) "Administration" has the meaning set forth in [IC 5-15-5.1-1](#).
- (2) "Executable file" means an electronic document that must be opened to be viewed such as, but not limited to, a .doc, .pdf, or .xls format.
- (3) "Form" has the meaning set forth in [IC 5-15-5.1-1](#).
- (4) "Office of technology" means the Indiana office of technology established by [IC 4-13.1-2-1](#).
- (5) "State forms catalog" means <http://forms.in.gov> or as otherwise determined by the commission.
- (6) "Web-based" means a form, other than an executable file form, that allows the user to enter data that is sent to a server upon user submission.

*(Oversight Committee on Public Records; 60 IAC 3-1-1; filed Sep 13, 2013, 3:13 p.m.: [20131009-IR-060120580FRA](#); errata filed Sep 11, 2019, 12:02 p.m.: [20190918-IR-060190482ACA](#); readopted filed Oct 28, 2019, 2:05 p.m.: [20191127-IR-060190483RFA](#))*

### 60 IAC 3-1-2 Application of article

Authority: [IC 5-15-5.1-20](#)  
Affected: [IC 5-15-5.1](#)

Sec. 2. The provisions of this article do not apply to the legislative and judicial branches of state government. *(Oversight Committee on Public Records; 60 IAC 3-1-2; filed Sep 13, 2013, 3:13 p.m.: [20131009-IR-060120580FRA](#); readopted filed Oct 28, 2019, 2:05 p.m.: [20191127-IR-060190483RFA](#))*

### 60 IAC 3-1-3 Electronic copies of forms

Authority: [IC 5-15-5.1-20](#)  
Affected: [IC 4-13.1-2-2](#); [IC 5-15-5.1](#)

Sec. 3. All executable file forms on the computer gateway administered under [IC 4-13.1-2-2\(a\)\(5\)](#) by the office of technology shall:

- (1) be stored in the database described by section 1(5) of this rule; and
- (2) if made available in a location other than the database described by section 1(5) of this rule, link to the database described by section 1(5) of this rule.

*(Oversight Committee on Public Records; 60 IAC 3-1-3; filed Sep 13, 2013, 3:13 p.m.: [20131009-IR-060120580FRA](#); readopted filed Oct 28, 2019, 2:05 p.m.: [20191127-IR-060190483RFA](#))*

### 60 IAC 3-1-4 Web-based forms

Authority: [IC 5-15-5.1-20](#)  
Affected: [IC 4-13.1-2-2](#); [IC 5-15-5.1](#)

Sec. 4. All web-based form links shall be provided to the administration. The administration may link to web-based forms via

the database described by section 1(5) of this rule. (*Oversight Committee on Public Records; 60 IAC 3-1-4; filed Sep 13, 2013, 3:13 p.m.: [20131009-IR-060120580FRA](#); errata filed Sep 11, 2019, 12:02 p.m.: [20190918-IR-060190482ACA](#); readopted filed Oct 28, 2019, 2:05 p.m.: [20191127-IR-060190483RFA](#)*)

**60 IAC 3-1-5 Penalty for violation**

Authority: [IC 5-15-5.1-20](#)

Affected: [IC 4-13.1-2-2](#); [IC 5-15-5.1](#)

Sec. 5. Any form found by the administration to be in violation of this article may be submitted to the office of technology for removal from the computer gateway administered under [IC 4-13.1-2-2\(a\)\(5\)](#). (*Oversight Committee on Public Records; 60 IAC 3-1-5; filed Sep 13, 2013, 3:13 p.m.: [20131009-IR-060120580FRA](#); errata filed Sep 11, 2019, 12:02 p.m.: [20190918-IR-060190482ACA](#); readopted filed Oct 28, 2019, 2:05 p.m.: [20191127-IR-060190483RFA](#)*)

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