

May 24, 2019

GENERAL LETTER NO. 20-C-AP-7

ISSUED BY: Bureau of Communications

SUBJECT: Employees' Manual, Title 20, Chapter C, **Forms Management Appendix**, obsolete.

Summary

Chapter 20-C-Appendix is obsolete and removed from the Department's website.

Staff may continue to use the following forms found on the Department's SharePoint site.

- ◆ 470-2543, *Blanket Mailing* (Rev. 6/04)
- ◆ 470-0044, *Form Order Requisition* (Rev. 3/17)
- ◆ 470-1908, *Form Reprint Approval and Notification* (Rev. 7/02)
- ◆ 470-0050, *Form Request and Specification* (Rev. 7/02)
- ◆ 470-1623, *Requisition for Iowa State Industries Printing* (Rev. 3/07)

Effective Date

Upon receipt.

Material Superseded

This material rescinds the entire Chapter C, Appendix, from Employees' Manual, Title 20, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	September 16, 2003
Contents (page 1)	September 16, 2003
470-2543	6/03
1, 2	September 16, 2003
470-0044	3/17
3, 4	September 16, 2003
470-0153	6/85
5, 6	September 16, 2003
470-1908	7/02
7, 8	September 16, 2003
470-0050	7/02
9-16	September 16, 2003
470-2542	8/02

17, 18	September 16, 2003
470-1623	Undated
19-22	September 16, 2003
470-0051	12/08
23, 24	September 16, 2003
Comm. 203	October 2003

Additional Information

Refer questions about this general letter to your area income maintenance, service, or regional collections administrator.