

General Information Memorandum

ISD-GI 13-16

TO: ISD Employees
FROM:  Ted Roth, Director, Income Support Division
RE: New ISD Forms Library Search Tool
DATE: February 20, 2013
CC: ISD Employees

The purpose of this GI is to notify ISD staff that an Excel spreadsheet has been developed to assist in locating current versions of ISD forms.

Library.xls is located in the forms drive: \\di-fasv-25\ISD\Forms. The spreadsheet has three tabs: Master, Current and Obsolete. The Master Tab is a list of all forms, including current and obsolete forms; the Current Tab includes only current forms; and, the Obsolete Tab is for obsolete forms only. Each tab includes the form name and number, revision date and MR number for your reference.

If you have any questions regarding this GI, please contact Mequella Romero at (505) 827-3159 or by e-mail at Mequella.M.Romero@state.nm.us.

RESOUNDING