

MANAGEMENT MEMO

SUBJECT: RESTRUCTURE OF SAM 4840-4845, CREATION OF NEW SAM SECTIONS 5300-5399, REVISED FORMS AND INSTRUCTIONS	NUMBER: MM 08-02
REFERENCES: STATE ADMINISTRATIVE MANUAL (SAM) 4840-4845: SAM Section 4819.32; Government Code Section 11549.3	DATE ISSUED: FEBRUARY 19, 2008 EXPIRES: UNTIL RECINDED ISSUING AGENCY: OFFICE OF INFORMATION SECURITY AND PRIVACY PROTECTION

BACKGROUND AND PURPOSE

The purpose of this Management Memo is to provide the renumbered, restructured sections of SAM and information regarding the Statewide Information Management Manual (SIMM) forms and instructions.

Government Code 11549.3 transfers the responsibility and authority of the State Administrative Manual (SAM) Sections 4840-4845 to the State and Consumer Services Agency, Office of Information Security and Privacy Protection.

SAM Sections 4840-4845 have been restructured to leverage the International Organization for Standardization (ISO) 27002 framework for information security management. These sections have been renumbered to 5300-5399 and the content has been moved to its appropriate new section. No policy additions or changes were made.

Additionally, annual compliance forms (SIMM 70A, 70B, and 70C), the Operational Recovery Plan Documentation for Agencies Preparation Instructions (SIMM 65A), Agency Information Security Incident Notification and Reporting Instructions (SIMM 65B), and Agency Information Security Incident Report (SIMM 65C) have been updated and a new Operational Recovery Plan Transmittal Letter (SIMM 70D) has been added.

POLICY

The changes indicated in the restructure of SAM Sections 4840-4845 will be reflected in the new framework, to be published in the March 2008 timeframe, and renumbered to SAM Sections 5300-5399. The new SAM Sections 5300-5399 will be available under WHAT'S NEW at www.infosecurity.ca.gov until SAM is updated in March.

The restructure includes new language to introduce the new SAM Sections, and some minor edits for clarification; however, no new policy additions or changes have been included.

Attachment A provides a SAM Restructure Cross Reference Sheet that identifies the new SAM structure, the new SAM Section titles, and lists the previous SAM Section(s) where the content was located.