

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

NOTE: SAM is currently being reviewed and revised from the front to the back. We realize this will take a few years but with patience and fortitude it will happen. Therefore, you will see SAM Sections marked as “Reviewed” and the reviewed date in the “Revised” sections of SAM. Example: (Reviewed 9/04)

**ITEM****SUMMARY****SUBJECT INDEX**

**Subject Index** Replace complete Subject Index due to pagination changes.

**Section 2420**

**Motor Vehicle Liability Self-Insurance Program** ORIM is revising State Administrative Manual Section 2420 to incorporate the policy of liability limitations that was issued in Management Memo 04-03. The MM expires December 31, 2004 and by placing the policy in SAM we will not have to reissue the MM next year.

**4800 Index**

**4800 Index** Changed titles for 4819.37 and 4819.38 to differentiate and match content. Replaced Workshop Computing Policy Sections 4989 through 4989.3 Deleted Workgroup Computing Policy Sections 4900.7, 4903.4, 4921, 4926, 4989.4 through 4989.7, 4991, & 4992.

**Section 4819.34**

**Project Approval Authority** Replaced Workgroup Computing Delegations with Desktop and Mobile Computing Delegations.

**Section 4819.35**

**Feasibility Study Report** Deleted language referring to the Workgroup Computing Policy.

**Section 4819.37**

**Reportable Project Criteria and Feasibility Study Report-Reporting Exemption Request** Changed title to Project Reporting Criteria. Deleted language referring to the Workgroup Computing Policy. Added reference to the Desktop and Mobile Computing Policy.

**Section 4819.39**

**Delegated Cost Threshold** Revised language to better describe the policy. Deletes language referring to Finance Budget Letter. This information is now posted in SIMM Section 15.

**Section 4832**

**Certificate of Compliance with Policies** Deleted language referring to Workgroup Computing Policy.

**Section 4840.4**

**Definitions** Included definitions for the words "Non-State Entity" and "Peer-to-Peer Technology."

**Section 4841.2**

**Information Integrity and Security** Included policy that establishes the need for agreements with non-state entities. Directed agencies to develop and implement a Peer-to-Peer Technology Policy. Included Desktop and Mobile Computing Policy security elements.

**Section 4842.2**

**Agency Risk Management Program** Included Desktop and Mobile Computing Policy security elements.

**Section 4900.2**

**Basic Policies** Deleted language referring to the Workgroup Computing Policy. Added reference to the Desktop and Mobile Computing Policy.

ITEM	SUMMARY
Section 4900.7	<b><u>Exceptions for Small Agencies</u></b> Deleted.
Section 4903.4	<b><u>Workgroup Computing Policy Certificate Statement</u></b> Deleted.
Section 4921	<b><u>Basic Policy</u></b> Changed title to Feasibility Study Basic Policy.
Section 4926	<b><u>Reporting Requirement and Approval Authority</u></b> Deleted.
Section 4930	<b><u>Project Summary Package</u></b> Revise SAM Reference to Delegated Cost Threshold.
Section 4989	<b><u>Purpose and Scope of Policy</u></b> Changed title to “Desktop and Mobile Computing Policy”. Replaces Workgroup Computing Policy Purpose and Scope with Desktop and Mobile Computing Policy.
Section 4989.1	<b><u>Definition of Workgroup Computing</u></b> Changed title to “Definition of Desktop and Mobile Computing”. Replaces Workgroup Computing Policy Definition with Definition of Desktop and Mobile Computing.
Section 4989.2	<b><u>Agency Policy</u></b> Changed title to Exclusions. Replaces Workgroup Computing Policy Agency Policy with Desktop and Mobile Computing Policy Exclusions.
Section 4989.3	<b><u>Agency Roles and Responsibilities</u></b> Replaces Workgroup Computing Policy Agency Roles and Responsibilities with Desktop and Mobile Computing Policy Agency Roles and Responsibilities.
Section 4989.4	<b><u>Agency Planning and Reporting Requirements</u></b> Deleted.
Section 4989.5	<b><u>Workgroup Computing Approval Authority</u></b> Deleted.
Section 4989.6	<b><u>Workgroup Computing Justification Form</u></b> Deleted.
Section 4989.7	<b><u>Security of Workgroup Computing Configurations</u></b> Deleted.
Section 4991	<b><u>Workgroup Computing Justification Form</u></b> Deleted.
Section 4992	<b><u>Workgroup Computing Certification Statement</u></b> Deleted.
Section 6700	<b><u>Information Technology Expenditures</u></b> Technology Investment Review Unit (TIRU) references replaced with Office of Technology Review, Oversight, and Security (OTROS).
Section 6740	<b><u>Reporting</u></b> Technology Investment Review Unit (TIRU) references replaced with Office of Technology Review, Oversight, and Security (OTROS).
Section 8740	<b><u>Reporting</u></b> Technology Investment Review Unit (TIRU) references replaced with Office of Technology Review, Oversight, and Security (OTROS).
Section 8740	<b><u>Reporting</u></b> Technology Investment Review Unit (TIRU) references replaced with Office of Technology Review, Oversight, and Security (OTROS).
17000 Index	<b><u>Billing for Services of Employees Paid on Monthly Basis</u></b> Revise section to incorporate 2005 billing rates.
Rev. 388 Section 17115	<b><u>Section 17115, To Establish or Amend a Federal Trust Fund Account</u></b> Section Name Change. <span style="float: right;">DECEMBER 2004</span>

**REVISION SEQUENCE INSTRUCTIONS**

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

<u>Remove Page(s)</u>	<u>Consecutiv e No. of Sheets</u>	<u>Insert Page(s)</u>	<u>Consecutiv e No. of Sheets</u>
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Page 4819.36 (Cont. 3)	1	SAME	1
Pages 4819.41 through 4841.3	5	SAME	5
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Pages 4900.1 (Cont. 2) through 4940	5	SAME	5
Pages 4989 through 4991 (Cont. 1)	4	Pages 4989 through 4989.3 (Cont. 1)	2
Pages 6680 through 6740 (Cont. 1)	2	SAME	2
Page 8740	1	SAME	1
17000 Index	1	SAME	1
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