

**SAM – INFORMATION TECHNOLOGY
(California Technology Agency)**

SOFTWARE MANAGEMENT POLICY REPORTING REQUIREMENTS

4846.2

(Revised 03/11)

Beginning January 31, 2004, and ongoing, each agency shall retain internally for three years, by the agency Chief Information Officer, an annual certification along with the summary of updated inventories conducted by the agency as part of its ongoing software management practices. This certification must also identify the individual responsible for ensuring agency compliance with the California Software Management Policy, SAM Section 4846. In support of this certification, each agency must maintain a detailed inventory report that must be made available upon request to the Technology Agency and/or the Department of General Services. See SIMM Sections 80 and 120 for this and any other reporting requirements.