

SAM—INTRODUCTION

REVISING SAM

0020

(Revised 09/02)

Responsibility for Revising SAM

Responsibility for updating SAM content is assigned to authoring state departments. The SAM Section 0030 lists authoring departments for each SAM section and provides telephone numbers of individuals who can direct SAM Users to authors to assist with content information. The departmental director or his/her designee is responsible for certifying that any revisions to their SAM sections are legal and consistent with overall state policies.

Anyone can recommend revisions to SAM. To recommend SAM revisions, contact the author's office listed in SAM Section 0030 or contact the SAM Unit. When the author determines that SAM revisions are necessary, the SAM Unit can provide process information and timetables. The author may designate an author contact to write and coordinate revisions through the SAM Unit.

SAM Revision Packages

Revisions to SAM are distributed to agencies via a revision package issued by the DGS Executive Director. Contact the SAM Unit to inquire about SAM revision dates. SAM revision packages contain the following information:

1. Cover and Back Sheets. These sheets contain the mailing label and identify the revision package.
2. Cover Letter. Transmits general information about the revision package.
3. Revision Summary. This document contains a summary of the revisions to each SAM chapter being revised.
4. Revision Sequence Instructions. This document contains manual updating instructions. It explains the location and number of pages to be removed and inserted.
5. New and Revised SAM Pages. Each new and revised page of SAM is provided in numerical order. Page numbers reflect the first section of each page.

Often, the margin on revised pages contains vertical and horizontal bars. Vertical bars on pages indicate additions or overall changes, and horizontal bars indicate deletions. Revised pages in chapter rewrites do not contain bars. Section and subsection titles in the text are followed by information indicating whether the section is new, revised, or renumbered.