

State Administrative Manual (SAM) Management Memo (MM) Policy

1. Type of Information

MM's shall only address matters of:

- Policy (i.e., new policy, revised policy, reminder of an existing policy),
- Announcements (i.e., new contract, new rates, or new services).

2. Expiration

MM's shall cite an expiration date and the time frame will be one year or less.

3. References

MM's shall include references, such as relevant statutory code citations, appropriate *State Administrative Manual* sections and previous MM's.

4. Layout

MM's shall adhere to the formatting (layout) standards of Information Mapping and all printing/copying of MM's will be "double-sided".

5. Fonts and Margins

MM's document shall contain the following fonts and margins:

- Arial 12 font
- .8 and .8 margins, and
- No right justification.

6. Length

MM's shall be four pages or less in length, including Attachments.

7. Purpose

MM's shall state the purpose in the first sentence

8. Procedures

MM's shall reference (not include) lengthy procedures. When lengthy procedures would be helpful, MM's shall cite their availability on the respective DGS program's website, with an active link cited in the MM.

9. Attachments

MM's shall reference (not include) lengthy attachments. For lengthy attachments, MM's should refer to a website where MM recipients can read and/or download the information.

10. Contact

MM's shall include the following contact information (in order):

- Name
- Title
- Telephone, and
- E-mail address

MM's should also cite a TTY/TDD number if available and a website if applicable.

11. Signature

MM's shall conclude with a section for the Director's signature, which will be titled "Signature".

When sending the MM to OSPPR, send the MM in Microsoft electronic word format to the SAM Coordinator. Then hand-deliver the original signed copy to the SAM Coordinator with the author's name, telephone number, and e-mail address.

You must remember a MM is just an announcement that a change is coming to the SAM in the form of a Revision. And that the SAM is Policy.

*Once the items listed are received, the MM is processed and electronically sent out to all DGS Staff and our subscription distribution list, within 2 hours.

*Please note: The SAM Unit will not distribute the MM without possession of the original executive-signed copy.