

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.

ITEM	SUMMARY
3500-3700 Index	<u>Section 3521.1</u> ; rename Inspection of Used Surplus Property to read “ Inspection of Used Federal Surplus Property ”. Delete Sections 3521.2-3521.4 . Rename Rental and Load of Equipment to read “Loan of State Surplus Personal Property”.
Section 3520	<u>Disposal of Personal Property and Surplus Personal Property</u> , rename “ Disposal of Surplus Personal Property ”. Update information on STD. 152 and address to agencies.
Section 3520.2	<u>Property Survey Board</u> , update Board responsibility.
Section 3520.3	<u>Property Survey Reports</u> , re-write complete section.
Section 3520.4	<u>Transfer to the Surplus Property Office</u> , re-write obsolete language.
Section 3520.5	<u>Donations of State Property</u> , re-write complete section.
Section 3520.6	<u>Sale to Another State Agency</u> , re-write obsolete language.
Sections 3520.7	<u>Public Sale</u> , re-write obsolete language.
Section 3520.8	<u>Sealed Bids or Auction Sales</u> , re-write obsolete language.
Section 3520.9	<u>Discarded, Scrapped, or Dismantled for Salvage</u> , re-write obsolete language.
Section 3521	<u>Donated Federal Surplus Property</u> , re-name Procurement and add State and Federal Property Reuse Office.
Section 3521.1	<u>Inspection of Used Surplus Equipment</u> , re-named “ Inspection of Used Federal Surplus Property ” slight language change.
Section 3521.2 through 3521.4	<u>Budgeting at Commercial Cost, Limit Acquisitions to Annual Needs, & Acquisition of Unbudgeted Equipment</u> , All deleted due to obsolete language.
Section 3522	<u>Rental and Loan of Equipment</u> , re-named “ Loan of State Surplus Personal Property ”. Update contacting address along with Office names.
Section 3522.1	<u>Interdepartmental Equipment Rentals</u> , update publication address and telephone numbers.
Page 4800 Index, Section 4843.2	<u>Agency Operational Recovery Coordinator</u> , delete added to Section 4843.
Section 4841.1	<u>Agency Management Responsibilities</u> , changed ISO Certification to Information Security Personnel Designation Letter. Added Operational Recovery Coordinator role (Previously, SAM Section 4843.2). Deleted references to GC 11771.
Section 4843.2	<u>Agency Operational Recovery Coordinator</u> , deleted SAM Section and placed Operational Recovery Coordinator role into SAM Section 4843.1.

ITEM**SUMMARY****Section 4845**

IT Security Reporting Requirements, changed ISO Certification references to Information Security Personnel Designation Letter. Updated and corrected references to GC 11771.

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>Consecutive No. of Sheets</u>	<u>Insert Page(s)</u>	<u>Consecutive No. of Sheets</u>
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Page 4800 Index	1	SAME	1
Page 4840.2 (Cont. 1) through page 4841.3	2	Page 4840.2 (Cont. 1) through 4841.4 (Cont. 1)	3
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