

- - MANAGEMENT MEMO NOTES - -  
Management Memos 1995 through 2017

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**\*Note: The following is information on Past and Present Management Memos that are Active, Revised, Rescinded, Superseded, Expired, or incorporated into the SAM. For questions regarding the MM's, please first contact the person directed to in the MM, then the SAM Unit if needed.**

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**2017 Management Memos**

**MM 17-05:** Fleet Asset Replacement Schedule Criteria

**\* Expires: May 1, 2018 or when incorporated into the State Administrative Manual**

**MM 17-04:** Zero Net Energy for New and Existing State Buildings

**\* Expires: October 1, 2018 or when incorporated into the State Administrative Manual**

**MM 17-03:** Electronic Signatures, Electronic Transactions and Electronic Record Management Policy

**\* Expires: May 1, 2018 or when incorporated into the State Administrative Manual**

**MM 17-02:** Abbreviated Fleet Acquisition Process

**\* Expires: May 1, 2018 or when incorporated into the State Administrative Manual**

**MM 17-01:** State Motor Vehicle Insurance Account 2017-18 Fiscal Year Premium Assessment

**\* Expires: June 30, 2018**

**2016 Management Memos**

**MM 16-08:** Rescission of Outdated Department of General Services Issued Management Memos

**\* Expires: When rescission process is completed**

**MM 16-07:** Zero-Emission Vehicle Purchasing and Electric Vehicle Service Equipment Infrastructure Requirements

**\* Expires: Until Rescinded or incorporated into the State Administrative Manual**

**MM 16-06:** Repeal of the DGS Mission Critical Certification Process

**\* Expires: October 1, 2017 or incorporated into the State Contracting Manual**

**MM 16-05:** Elimination of the Architecture Revolving Fund (ARF) Assessment

**\* Expires: June 30, 2017**

**MM 16-04:** Government Claims Program Transfer to Department of General Services

**\* Expires: Until Rescinded**

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**MM 16-03:** Reporting Acquisitions of Goods and Services in the State Contracting and Procurement Registration System (SCPRS)

\* **Expires: Until Rescinded or Superseded, Supersedes MM No. 15-02**

**MM 16-02:** State fleet acquisition process

\* **Expires: Until Rescinded, Supersedes MMs No. 13-04 and 13-02**

**MM 16-01:** State Motor Vehicle Insurance Account 2016-17 Fiscal Year Premium Assessment

\* **Expires: June 30, 2017**

**2015 Management Memos**

**MM 15-07:** Diesel, Biodiesel, and Renewable Hydrocarbon Diesel Bulk Purchases

\* **Expires: Until Rescinded**

**MM 15-06:** State Buildings and Grounds Maintenance And Operation

\* **Expires: Until Rescinded**

**MM 15-05:** Policy And Procedures For Acquiring Modular Systems Furniture

\* **Expires: Until Rescinded**

**MM 15-04:** Energy Use Reduction For New, Existing, And Leased Buildings

\* **Expires: Until Rescinded**

**MM 15-03:** Minimum Fuel Economy Standards Policy

\* **Expires: Until Rescinded, Supersedes MM No. 08-04**

**MM 15-02:** New Requirements For Reporting The Purchase Of Goods And Services

\* **Expires: Supersedes MM No. 03-09, Superseded by MM No. 16-03**

**MM 15-01:** State Motor Vehicle Insurance Account 2015-16 Fiscal Year Premium Assessment

\* **Expires: June 30, 2016**

**2014 Management Memos**

**MM 14-09:** Energy Efficiency in Data Centers and Server Rooms

*Attachment Added: Questions and Answers Webinar, November 4, 2014. Reporting forms updated December 15, 2015.*

\* **Expires: Until Rescinded**

**MM 14-08:** State Telecommunications Vision, Strategy And Policy

\* **Expires: Until Rescinded**

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**MM 14-07:** Standard Operating Procedures For Energy Management In State Buildings  
**\* Expires: Until Rescinded**

**MM 14-06:** Strategically Sourced Statewide Contracts  
**\* Expires: Until Superseded**

**MM 14-05:** Indoor Environmental Quality: New, Renovated, and Existing Buildings  
**\* Expires: Until Rescinded**

**MM 14-04:** State Motor Vehicle Insurance Account 2014-15 Fiscal Year Premium Assessment  
**\* Expires: June 30, 2015**

**MM 14-03:** State Travel Booking Through Caltravelstore Or Concur Travel  
**\* Expires: Until Rescinded**

**MM 14-02:** Water Efficiency And Conservation  
**\* Expires: Until Rescinded**

**MM 14-01:** Bargaining Unit Notification Of Proposed Personal Services Contracts  
**\* Expires: Rescinded December 19, 2016**

**2013 Management Memos**

**MM 13-08:** Warehouse Utilization Guidelines  
**\* Expires: Until Rescinded**

**MM 13-07:** Print Mail Policies  
**\* Expires: Until Rescinded**

**MM 13-06:** Procedures For Energy Management In State Buildings During Electrical Emergencies  
**\* Expires: Until Superseded**

**MM 13-05:** State Motor Vehicle Insurance Account 2013-14 Fiscal Year Premium Assessment  
**\*Expires: June 30, 2014**

**MM 13-04:** Zero-Emission Vehicle Implementation Plan  
**\*Expires: Superseded by MM No. 16-02**

**MM 13-03:** Vehicle Home Storage Permits  
**\*Expires: Until Rescinded, Augments California Code of Regulations, Title 2, Section 559.808**

**MM 13-02:** State Fleet Annual Acquisition Plan

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**\*Expires: Supersedes MM No.'s 02-02 and 06-07. Superseded by MM No. 16-02**

**MM 13-01:** State Fleet Asset Oversight

**\*Expires: Supersedes MM No. 05-08 and Amends SAM Section 3600 and the State Fleet Handbook**

**2012 Management Memos**

**MM 12-08:** State of California Fleet Card Program Procedures

**\*Expires: Until Rescinded**

**MM 12-07:** Contracts for Public Relations Services

**\*Expires: Until Rescinded**

**MM 12-06:** Reconditioned, Used, or Remanufactured Automotive Parts; Re-Refined or Synthetic Motor Oil and Lubricants

**\*Expires: Until Rescinded, Replaces MM No. 01-22**

**MM 12-05:** Maximizing Alternative Fuel Use and Reducing Petroleum Consumption in the State Fleet

**\*Expires: Until Rescinded, Superseded by MM No. 15-07**

**MM 12-04:** State Motor Vehicle Insurance Account 2012-13 Fiscal Year Premium Assessment

**\*Expired: June 30, 2013, Supersedes MM No. 11-02**

**MM 12-03:** Solar Reflective Colors for State Vehicles

**\*Expires: Until Rescinded, Incorporated in Chapter 3600 of SAM**

**MM 12-02:** Disposition of State Owned Computers, Laptops, Monitors and Components to Non-Profit Public Computer Centers

**\*Expires: Until Rescinded**

**MM 12-01:** Removal of Confidential, Sensitive or Personal Information from State-Owned Surplus Personal Property, Information Assets, and State-Owned Surplus Vehicles

**\*Expires: Until Rescinded, Supersedes MM No. 07-09**

**2011 Management Memos**

**MM 11-05:** Bidding Exemption for Training Services

**\*Expires: Until Revoked**

**MM 11-04:** Defensive Driver Training – Online Course

**\*Expires: Until Superseded**

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**MM 11-03 Revision 1:** Reduction of Cell Phones, Smartphone's, and Cell Devices Pursuant to Executive Order B-1-11 and the Removal of Confidential, Sensitive or Personal Information

**\*Expires: References MM No. 07-09, Supersedes MM No. 11-03: Rescinded December 19, 2016**

**MM 11-03:** Reduction of Cell Phones and Cell Devices and the Removal of Confidential, Sensitive or Personal Information

**\*Expires: Until Rescinded, references MM No. 07-09. Superseded by MM No. 11-03rev1**

**MM 11-02:** State Motor Vehicle Insurance Account 2011/2012 Fiscal Year Premium Assessment

**\*Expired: June 30, 2012, Supersedes MM No. 10-03**

**MM 11-01:** Cost-Effective Reuse of Surplus Furniture

**\*Expires: Until Rescinded**

**2010 Management Memos**

**MM 10-04:** Revision of the Vehicle Home Storage Request/Permit Form STD. 377

**\*Expires: Until Rescinded**

**MM 10-03:** State Motor Vehicle Insurance Account 2010/11 FY Premium Assessment

**\*Expires: June 30, 2011, Supersedes MM No. 09-02. Superseded by MM mo. 11-02**

**MM 10-02 Subject:** Architecture Revolving Fund (ARF) Deficit Recovery- Implementation of the Legislatively Mandated ARF Assessment

**\*Expires: June 30, 2013**

**MM 10-01 Subject:** Carpet Purchases to meet Environmentally Preferable Criteria

**\*Expired: December 31, 2010, Supersedes MM No. 06-08**

**2009 Management Memo**

**MM 09-04:** Procedures for Energy Management in State Buildings During Normal Operations and Electrical Emergencies

**\*Expires: Superseded by MM No. 13-06, Superseded MM No. 05-14**

**MM 09-03 Subject:** Advertising Requirements in the California State Contracts Register for Projects Funded by the American Recovery and Investment Act of 2009

**\*Expires: References MM No. 03-09: Rescinded December 19, 2016**

**MM 09-02 Subject:** State Motor Vehicle Insurance Account 2009/10 FY Premium Assessment

**\*Expired: 06/30/10, Supersedes MM No. 08-06**

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**MM 09-01 Subject:** Asbestos Notification to Employees  
**\*Active until Rescinded, Supersedes MM No. 08-01**

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**2008 Management Memos:**

**MM 08-13 Subject:** Travel Agency Agreement  
**\*Expired: 09/30/09, Supersedes MM No. 07-07**

**MM 08-12 Subject:** Discount Airfares for Official State Business  
**\*Expired: 06/30/09, Supersedes MM No. 06-11**

**MM 08-11 Subject:** Safeguarding Against and Responding to a Breach of Security Involving Personal Information  
**\*Active Until Rescinded, Incorporated into SAM in Dec. 08 Revision #404**

**MM 08-10 Subject:** Update to Industry Standard Terminology for Disaster Recovery  
**\*Active Until Rescinded, Incorporated into SAM in Dec. 08 Revision #404**

**MM 08-09 Subject:** Requests for and Approval to Release Personal Information for Research  
**\*Active Until Rescinded**

**MM 08-08 Subject:** Payment Process for Meeting, Conference, and Event Related Expenses  
**\*Active Until Rescinded**

**MM 08-07 Subject:** Information Technology Capital Planning Process, Forms and Instructions; Revision of the State Administration Manual Sections Related to the Establishment of the Office of the State Chief Information Officer; Revisions to the Statewide Information Management Manual  
**\*Expired: 01/01/2013**

**MM 08-06 Subject:** State Motor Vehicle Insurance Account 2008/09 FY Premium Assessment  
**\*Expired: 04/28/09, Supersedes MM No. 07-05**

**MM 08-05 Subject:** Increases to the Dollar Threshold Levels for Conducting Informal Solicitations and for Using Specific Leveraged Procurement Agreements  
**\*Supersedes MM No. 07-10: Retired February 08, 2012**

**MM 08-04 Subject:** Minimum Fuel Economy Standards Policy  
**\*Superseded by MM No. 15-03**

**MM 08-03 Subject:** Disabled Veteran Business Enterprise (DVBE) Incentive Program for Public Works Construction, Service, Leasing, Materials Testing and Related Contracts.  
**\*Rescinded December 19, 2016**

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**MM 08-02 Subject:** Restructure of SAM 4840-4845, Creation of New SAM Sections 5300-5399, Revised Forms and Instructions

**\*Active Until Rescinded**

**MM No. 08-01 Subject:** Asbestos Notification to Employees

**\*Expired: 01-01-09, Supersedes MM No. 07-01**

**2007 Management Memos:**

**MM No. 07-10 Subject:** Increases to the Dollar Thresholds for Conducting Informal Competitive Solicitations for Non-IT Goods and IT Goods and Services and For Specific Leveraged Procurement Agreements.

**\*Expired: 12/10/08 Superseded by MM No. 08-05**

**MM No. 07-09 Subject:** Removal of Confidential, Sensitive or Personal Information from State-Owned Surplus Personal Property and State-Owned Surplus Vehicles

**\*Superseded by MM No.12-01**

**MM No. 07-08 Subject:** Commercial Rental Car Forms of Payment

**\*References made to MM No. 06-02: Rescinded December 19, 2016**

**MM No. 07-07 Subject:** State of California Travel Agency Agreement

**\*Expired: 06/30/08, Supersedes MM No. 06-09 Superseded by MM No. 08-13**

**MM No. 07-06 Subject:** Contracts for Printing

**\*Active until Rescinded** (*Correction in FAQs 11/15/13*)

**MM No. 07-05 Subject:** State Motor Vehicle Insurance Account 2007/08 FY Premium Assessment

**\*Expired: 03/06/08, Supersedes MM No. 06/04**

**MM No. 07-04 Subject:** Guidelines Regarding Follow-on Contracts: Policy and Review Process

**\*Active until Rescinded, Supersedes MM No. 03-19**

**MM No. 07-03 Subject:** Policies and Procedures for Automated External Defibrillators (AED) in State-Owned and Leased Facilities

**\*Expired: 02/06/08**

**MM No. 07-02 Subject:** Uniform Standards for Information Technology procurement

**\*Expired 01/05/08 and incorporated into SAM Section 5230.**

**MM No. 07-01 Subject:** Asbestos Notification to Employees

**\*Expired 01/02/08, Superseded by MM No. 08-01**



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**2006 Management Memos:**

**MM No. 06-14 Subject:** Financed Agreements for Tangible Assets

**\*Expired 09/08/07, Supersedes MM No.'s 99-12 & 98-06**

**MM No. 06-13 Subject:** State Agency Obligations under the Sweat Free Code of Conduct

**\*Active until Rescinded**

**MM No. 06-12 Subject:** Protection of Information Assets

**\*Active until Rescinded**

**MM No. 06-11 Subject:** Discount Airfares for Official State Business

**\*Expired 06/30/07, Supersedes MM05-15, Superseded by MM No. 08-12**

**MM No. 06-10 Subject:** Management of Personal Communications Devices

**\*Expired 07/20/07 (no new information), Supersedes MM No. 04-10**

**MM No. 06-09 Subject:** Travel Agency Agreement

**\*Supersedes MM 05-07, Superseded by MM No. 07-07**

**MM No. 06-08 Subject:** Carpet Purchases to Meet Environmentally Preferable Criteria

**\*Expired 05/15/07 (no new information)**

**MM No. 06-07 Subject:** Revised Vehicle Acquisition Request Form-OFA 160

**\*Supersedes MM No. 03-18, Expired 01/31/07 (no new information)**

**MM No. 06-06 Subject:** State Vehicle Utilization Standards

**\*Expired 01/31/07 (no new information)**

**MM No. 06-05 Subject:** State-Owned and Leased Motor Vehicle Report

**\*Supersedes MM No. 04-22, Expired 01/15/07, (no new information)**

**MM No. 06-04 Subject:** State Motor Vehicle Insurance Account 2006/07 FY Premium Assessment

**\*Supersedes MM05-05, Superseded by MM No. 07-05**

**MM No. 06-03 Subject:** Vehicle Purchase and Lease Policy

**\*Active until rescinded, Supersedes MM No. 04-20**

**MM No. 06-02 Subject:** 2006 Commercial Car Rental Contracts

**\*Supersedes MM No. 05-01, Expired 12/31/08**

**MM No. 06-01 Subject:** Asbestos Notification to Employees

**\*Expired 01/02/07, Superseded by MM No. 07-01**

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**2005 Management Memos:**

**MM No. 05-18 Subject:** Utilization of State Owned or State Leased Facilities by State Agencies

**\*Active until Rescinded**

**MM No. 05-17 Subject:** Assessments Levied by Local Government Agencies

**\*Active until Rescinded, Supersedes MM No. 04-18**

**MM No. 05-16 Subject:** Guidance for Proper Management of Florescent Lamps by State Agencies

**\*Expired 10/19/06 (even though the date is expired, the information in the memo is good policy and should be adhered)**

**MM No. 05-15 Subject:** Discount Airfares for Official State Business

**\*Supersedes MM05-10, Superseded by MM No. 06-11**

**MM No. 05-14 Subject:** Procedures for Energy Management in State Buildings during Normal Operations and Electrical Emergencies

**\*Supersedes MM No. 4-11, Superseded by MM No. 09-04**

**MM No. 05-13 Subject:** Requirements for Reconciling the State's Motor Vehicle and General Use Mobile Equipment Inventory

**\*Expired 08/10/86 (no new information)**

**MM No. 05-12 Subject:** Official State of California Fuel Card US Bank Voyager Fleet Systems Inc.

**\*Expired 07/21/05 (no new information), Supersedes MM No. 03-15**

**MM No. 05-11 Subject:** Requirements for the use of Strategically Sourced Statewide Contracts

**\*Superseded by MM No. 14-06**

**MM No. 05-10 Subject:** Discount Airfares for Official State Business

**\*Supersedes MM No. 04-19, Superseded by 05-15**

**MM No. 05-09 Subject:** General Services Charge Card (GS971)

**\*Expired 06/14/06 (no new information)**

**MM No. 05-08 Subject:** Requirements for the new Acquisition or Replacement of Motor Vehicles and General use Mobile Equipment

**\*Expired 05/16/06 (no new information)**

**MM No. 05-07 Subject:** Travel Agency Agreement

**\*Supersedes MM No. 04-12, Superseded by MM No. 06-09**

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**MM No. 05-06 Subject:** American Express Travel Payment System Contract Extension  
**\* Expired 01/31/06 (no new information), Supersedes MM No. 04-04,**

**MM No. 05-05 Subject:** State Motor Vehicle Insurance Account 2005/06 FY Premium Assessment  
**\*Supersedes MM No. 04-13, Superseded by MM No. 06-04**

**MM No. 05-04 Subject:** Medical Services Contract  
**\*Expired 01/26/06, Supersedes MM No. 03-10 attachment D, Item 2 only**

**MM No. 05-03 Subject:** New Requirements for Commercially Useful Function Affecting Small, Micro, and Disabled Veteran Business Enterprises  
**\*Expired 01/18/06 (no new information)**

**MM No. 05-02 Subject:** Asbestos Notification to Employees  
**\*Supersedes MM No. 04-01, Superseded by MM No. 06-01**

**MM No. 05-01 Subject:** 2005 Commercial Car Rental Contracts  
**\*Supersedes MM No. 04-02, Superseded by MM No. 06-02**

**2004 Management Memos:**

**MM No. 04-22 Subject:** State-Owned or leased Motor Vehicles  
**\*Superseded by MM No. 06-05**

**MM No. 04-21 Subject:** Out-of-State Travel  
**\*Expired 07/28/05, SAM Section 0760-0765 amended**

**MM No. 04-20 Subject:** Vehicle Purchase and Lease Policy  
**\*Supersedes MM No. 02-21, Superseded by MM No. 06-03**

**MM No. 04-19 Subject:** Discount Airfares for Official State Business  
**\*Supersedes MM No. 03-13 and 03-17, Superseded by MM No. 05-10 and 05-15**

**MM No. 04-18 Subject:** Assessments Levied by Local Government Agencies  
**\*Superseded by MM No. 05-17**

**MM No. 04-17 Subject:** Department of General Services Building Occupancy  
**\*Expired 06/24/05, SAM Section 1300 amended**

**MM No. 04-16 Subject:** Preventive Maintenance of State Vehicles  
**\*Expired 06/30/05 (even though the date is expired, the information in the memo is good policy and should be adhered)**

**MM No. 04-15 Subject:** State First Aid (FA) / Cardiopulmonary Resuscitation (CPR) Training Program

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**\*Expired 06/01/05 (even though the date is expired, the information in the memo is good policy and should be adhered)**

**MM No. 04-14 Subject: State Payment Card Act (AB1374)**

**\*Expired 05/24/05 (no new information), Supersedes MM No. 02-10**

**MM No. 04-13 Subject: State Motor Vehicle Insurance Account 2004/05 FY Premium Assessment**

**\*Supersedes MM No. 03-07, Superseded by MM No. 05-05**

**MM No. 04-12 Subject: Travel Agency Agreement**

**\*Supersedes MM No. 03-11, Superseded by MM No. 05-07**

**MM No. 04-11 Subject: Electrical Emergency Communication System**

**\*Supersedes MM No. 03-14, Superseded by MM No. 05-14**

**MM No. 04-10 Subject: Management of Personal Communications Devices (PDCs)**

**\*Superseded by MM No. 06-10**

**MM No. 04-09 Subject: Guidelines Regarding Follow-on Contracts: Policy and Review Process**

**\*Supersedes MM No. 03-19, Superseded by MM No. 07-04**

**MM No. 04-08 Subject: State Telecommunications Vision, Strategy and Policy**

**\*Active until Superseded, Supersedes MM No. 97-01**

**MM No. 04-07 Revision 1 Subject: Smoking Prohibitions in or Near DGS Controlled Space and Vehicles**

**\*Active until Rescinded, Supersedes MM No. 00-08**

**MM No. 04-06 Subject: Cal-Card: Purchase Card Program**

**\*Expired 01/26/05 (no new information), Supersedes MM No. 03-12**

**MM No. 04-05 Subject: Software Management Policy Reporting Requirements**

**\*Expired 03/30/04, SAM Section 4846.2 amended**

**MM No. 04-04 Subject: American Express Travel Payment System Contract Extension**

**\*Supersedes MM No. 02-01, Superseded by MM No. 05-06**

**MM No. 04-03 Subject: Motor Vehicle Liability Self-Insurance Program**

**\*Expired 12/31/04, SAM Section 2420 amended**

**MM No. 04-02 Subject: Commercial Car Rental Contracts**

**\*Supersedes MM No. 03-06, Superseded by MM No. 05-01**

**MM No. 04-01 Subject: Asbestos Notification to Employees**

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**\*Supersedes MM No. 03-02, Superseded by MM No. 05-02**

**2003 Management Memos:**

**MM No. 03-19 Subject:** Guidelines Regarding Follow-On Contracts: Policy and Review Process

**\*Superseded by MM No. 04-09**

**MM No. 03-18 Subject:** Acquisition of State Vehicles

**\*Expired 10/01/03 (no new information), References MM No. 02-21**

**MM No. 03-17 Subject:** State to State/International Airfares for Official State Business

**\*Superseded by MM No. 04-19**

**MM No. 03-16 Subject:** Reporting Work Related Fatalities and Serious Injuries

**\*Rescinded December 19, 2016**

**MM No. 03-15 Subject:** Official State of California Fuel Card Voyager Fleet Systems Inc.

**\*Replaces MM No. 02-13, Superseded by MM No. 05-12**

**MM No. 03-14 Subject:** Comprehensive Energy Management in State Facilities during Electrical Emergencies

**\*Supersedes MM No. 01-05, Superseded by MM No. 04-11**

**MM No. 03-13 Subject:** Discount Airfares for Official Business

**\*Supersedes MM No. 02-15, Superseded by MM No. 04-19**

**MM No. 03-12 Subject:** Cal-Card: Purchase Card Program

**\*Supersedes MM No. 99-02, Superseded by MM No. 04-06**

**MM No. 03-11 Subject:** Travel Agency Agreement

**\*Supersedes MM No. 02-14, Superseded by MM No. 04-12**

**MM No. 03-10 Subject:** Requirements for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitive Bid Contracts

**\*Retired effective 01/07/08, All pertinent information currently resides in the State Contracting Manual Volumes 1, 2, and 3. Supersedes MM No. 02-19 Revision 3 and Attachments**

**MM No. 03-09 Subject:** State Contract and Procurement Registration System (SCPRS)

**\*Active until Revoked, Superseded by MM No. 15-02**

**MM No. 03-08 Subject:** Alternative Formats

**\*Active until Rescinded**

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**MM No. 03-07 Subject:** Motor Vehicle Insurance Account 2003/2004 Fiscal Year Assessment

**\*Supersedes MM No. 02-11, Superseded by MM No. 04-13**

**MM No. 03-06 Subject:** Commercial Car Rental Contracts

**\*Supersedes MM No. 03-01, Superseded by MM No.04-02**

**MM No. 03-05 Subject:** Guidelines for Information Technology Procurement Plans (ITPP)

**\*Rescinded, Reference MM No. 02-20; Replaced by FSR process as stated in Technology Letter TL 12-1, issued January 24, 2012**

**MM No. 03-04 Subject:** Use of California Multiple Award Schedule and Master Agreement for the Acquisition of Large-Scale Information Technology (IT) System Integration Projects

**\*Active Until Rescinded**

**MM No. 03-03 Subject:** Motor Vehicle Accident Reporting

**\*Active Until Superseded, Modifies MM No. 02-04**

**MM No. 03-02 Subject:** Asbestos Notification to Employees

**\*Supersedes MM No. 02-03, Superseded by MM No. 04-01**

**MM No. 03-01 Subject:** Commercial Car Rental Contracts

**\*Supersedes MM No. 02-17, Superseded by MM No. 03-06**

**2002 Management Memos:**

**MM No. 02-22 Subject:** Procuring Printing Services

**\*Supersedes MM No. 01-20: Rescinded December 19, 2016**

**MM No. 02-21 Subject:** Vehicle Purchase Policy

**\*Supersedes MM No. 00-09, Superseded by MM No. 04-20**

**MM No. 02-20 Subject:** Statewide Information Technology Policy, Instructions, and Guidelines

**\*Supersedes MM No's. 98-02, 98-11, 98-13, 00-11, 01-06, 01-10, 01-15, 02-05, 02-06, 02-07, 02-08, & 02-16. Expired 10/01/04 (References SAM Chapters 4800 and 6700)**

**MM No. 02-19, Revision 3 Subject:** Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts

**\*Supersedes MM No. 02-19 Revision 2 and Addenda, Superseded by MM No. 03-10**

**MM No. 02-19, Revision 2 Subject:** Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts

**\*Supersedes MM No. 02-19 and Addenda, Superseded by MM No. 02-19 Revision 3**

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**MM No. 02-19, Revision 1 Subject:** Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts  
**\*Supersedes MM No. 02-19 and Addenda, Superseded by MM 02-19, Revision 2**

**MM No. 02-19 Subject:** Guidelines for the use of California Multiple Award Schedules (CMAS), Master Agreements, and Non-Competitively Bid Contracts  
**\*Supersedes MM No. 02-12 and Addenda, Superseded by MM No. 02-19, Revision 1**

**MM No. 02-18 Subject:** Cancellation of Oracle Enterprise License Agreement  
**\*Supersedes MM No. 01-19: Rescinded December 19, 2016**

**MM No. 02-17 Subject:** Commercial Car Rental Contracts  
**\*Supersedes MM No. 01-25, Superseded by MM No. 03-01**

**MM No. 02-16 Subject:** Interim Information Technology Project Approval, Oversight and Security Requirements  
**\*Supersedes MM No. 01-23, Superseded by MM No. 02-20**

**MM No. 02-15 Subject:** Discount Airfares for Official Business  
**\*Supersedes MM No. 01-08, Superseded by MM No. 03-13**

**MM No. 02-14 Subject:** Travel Agency Agreement  
**\*Supersedes MM No. 01-11, Superseded by MM No. 03-11**

**MM No. 02-13 Subject:** California Official State Fuel Card Voyager Fleet Systems Inc.  
**\*Supersedes MM No. 98-08 & 01-09, Superseded by MM No. 03-15**

**MM No. 02-12, Addendum #2 Subject:** Restrictions Regarding use of CMAS, Master Services Agreements, and Non-Competitively Bid Contracts during Interim Review Period. **Amendments to Competitively Bid Contracts; Modifications to Attachments A & B and D**  
**\*Superseded by MM No. 02-19**

**MM No. 02-12 Subject:** Restrictions Regarding use of CMAS, Master Services Agreements, and Non-Competitively Bid Contracts during Interim Review Period  
**\*Superseded by MM No. 02-12, Addendum #2**

**MM No. 02-11 Subject:** Vehicle Self-Insurance Assessment 2002/2003 Fiscal Year  
**\*Supersedes MM No. 01-12, Superseded by MM No. 03-07**

**MM No. 02-10 Subject:** State Payment Card Act (AB1374)  
**\*Supersedes MM No. 00-10& 01-26, Superseded by MM No. 04-14**

**- - MANAGEMENT MEMO NOTES - -**  
**Management Memos 1995 through 2017 (Continued)**

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**MM No. 02-09 Subject:** Statewide Emergency Communication Protocol for State Facilities and State Employees

**\*Active Until Superseded (no new information)**

**MM No. 02-08 Subject:** Maintenance and Operation Policy

**\*Dept. of Information Technology (DOIT) Disbanded, Superseded by MM No. 02-20**

**MM No. 02-07 (Revised) Subject:** Security and risk Management Policy

**\*Superseded by MM No. 02-20**

**MM No. 02-06 (Revised) Subject:** Information Technology Infrastructure Policy

**\*Superseded by MM No. 02-20**

**MM No. 02-05 (Revised) Subject:** Information Technology Accessibility Policy

**\*Superseded by MM No. 02-20**

**MM No. 02-04 Subject:** Motor Vehicle Accident Reporting and Investigations

**\*Supersedes MM No. 98-18, Modified in MM No. 03-03**

**MM No. 02-03 Subject:** Asbestos Notification to Employees

**\*Supersedes MM No. 01-03, Superseded by MM No. 03-02**

**MM No. 02-02 Subject:** Vehicle Replacement Policy

**\*Superseded by MM No. 13-02**

**MM No. 02-01 Subject:** American Express Travel Payment System

**\*Supersedes MM No. 01-02, Superseded by MM No. 04-04**

**2001 Management Memos:**

**MM No. 01-26 Subject:** State Payment Card Act (AB1374)

**\*Supersedes MM No. 00-10, Superseded by MM No. 02-10**

**MM No. 01-25 Subject:** Commercial Car Rental Contracts

**\*Supersedes MM No. 00-12, Superseded by MM No. 02-17**

**MM No. 01-24 Subject:** Hiring Freeze Guidelines

**\*References MM No. 01-21, Expired 06/30/03 (no new information)**

**MM No. 01-23 Subject:** IT Project Submittal and Approval Policy

**\*References MM No. 98-12, Superseded by MM No. 02-16**

**MM No. 01-22 Subject:** Re-Refined Oil

**\*Superseded by MM 12-06**



- - MANAGEMENT MEMO NOTES - -  
Management Memos 1995 through 2017 (Continued)

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**MM No. 01-21 Subject:** Hiring Freeze

**\*Referenced in MM No. 01-24, Superseded by MM No. 01-24**

**MM No. 01-20 Subject:** Printing as a Personal Service

**\*Superseded by MM No. 02-22**

**MM No. 01-19 Subject:** Oracle Enterprise License Agreement

**\*Superseded by MM No. 02-18**

**MM No. 01-18 Subject:** Location of State Owned and Leased Offices

**\*Active until Rescinded or Superseded**

**MM No. 01-17 Subject:** Energy Management Business Continuity Planning and Stage 3 Readiness Policy

**\*Active Until Rescinded**

**MM No. 01-16 Subject:** State Agency Requirements Regarding Preventive Energy Management

**\*References MM No. 01-05, Active Until Rescinded**

**MM No. 01-15 Subject:** IT Project Related Communications with the Legislative Analyst's Office

**\*Superseded by MM No. 02-20**

**MM No. 01-14 Subject:** Procurement of Energy Efficient Products

**\*Active Until Rescinded or Superseded**

**MM No. 01-13 Subject:** Information Technology Communication and Conservation Plan for Energy Management

**\*References MM No's 01-05 & 00-11, Active Until Rescinded**

**MM No. 01-12 Subject:** Vehicle Self-Insurance Assessment 2001/2002 Fiscal Year

**\*Supersedes MM No. 00-03, Superseded by MM No. 02-11**

**MM No. 01-11 Subject:** Travel Agency Agreement

**\*Supersedes MM No. 99-17, Superseded by MM No. 02-14**

**MM No. 01-10 Subject:** California Software Management Policy

**\*Superseded by MM No. 02-20**

**MM No. 01-09 Subject:** California Official State Fuel Card Voyager Fleet Systems Inc.

**\*References MM No. 98-08, Superseded by MM No. 02-13**

**MM No. 01-08 Subject:** Discount Airfares for Official Business

**\*References/Supersedes MM No. 00-04, Superseded by MM No. 02-15**

- - MANAGEMENT MEMO NOTES - -  
Management Memos 1995 through 2017 (Continued)

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**MM No. 01-07 Subject:** Implementation of Required Employee Benefits in Specified Personal Services Contracts

**\*Rescinded MM No. 00-07, Active No Expiration**

**MM No. 01-06 Subject:** Information Technology Acquisition Planning Policy

**\*Superseded by MM No. 02-20**

**MM No. 01-05 Subject:** Comprehensive Energy Management in State Facilities during Electrical Emergencies

**\*Supersedes MM No's 99-13, 00-06, 00-13, & 01-01, Superseded by MM No. 03-14**

**MM No. 01-04 Subject:** Capitol Building Damage Recovery Claim

**\*Expired 02/20/02 (no new information)**

**MM No. 01-03 Subject:** Asbestos Notification to Employees

**\*Supersedes MM No. 00-01, Superseded by MM No. 02-03**

**MM No. 01-02 Subject:** American Express Travel Payment System

**\*Supersedes MM No. 99-03, Superseded by MM No. 02-01**

**MM No. 01-01 Subject:** State Agency Response to Caiso Stage Three Electricity Emergencies

**\*References MM No's 00-06 & 00-13, Superseded by MM No. 01-05**

**2000 Management Memos:**

**MM No. 00-15 Subject:** Changes in Contracting Processes for Service Contracts and Consulting Services Contracts

**\*Active No Expiration**

**MM No. 00-14 Subject:** Privacy Policy

**\*Active Until Rescinded or Superseded**

**MM No. 00-13 Subject:** Energy Management in State Facilities during Wintertime Electrical Emergencies

**\*Supplemental to MM No's 99-13 & 00-06, Referenced in MM No. 01-01, Superseded by MM No. 01-05**

**MM No. 00-12 Subject:** Commercial Car Rental Contracts

**\*Supersedes MM No. 99-16, Superseded by MM No. 01-25**

**MM No. 00-11 Subject:** Information Technology Oversight Policy

**\*Superseded by MM No. 02-20**

**MM No. 00-10 Subject:** State Payment Card Act (AB 1374)

**- - MANAGEMENT MEMO NOTES - -**  
**Management Memos 1995 through 2017 (Continued)**

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**\*Supersedes MM No. 99-15, Superseded by MM No. 01-26 & 02-10**

**MM No. 00-09 Subject:** Vehicle Purchase Policy

**\*Superseded by MM No. 02-21**

**MM No. 00-08 Subject:** Ban on Smoking in State-Owned or Leased Space

**\*Supersedes MM No. 93-30, Superseded by MM No. 04-07**

**MM No. 00-07 Subject:** Implementation of Required Employee Benefits in Specified Personal Services Contracts

**\*Superseded by MM No. 01-07**

**MM No. 00-06 Subject:** Energy Management in State Facilities during Electrical Emergencies

**\*Supplemental to MM No. 99-13, Referenced in MM No. 01-01, Superseded by MM No. 01-05**

**MM No. 00-05 Subject:** California Official State Fuel Card Voyager Fleet Systems Inc.

**\*References MM No. 98-08, Superseded by MM No. 01-09**

**MM No. 00-04 Subject:** Discount Airfares for Official Business

**\*References MM No. 99-05, Superseded by MM No. 01-08**

**MM No. 00-03 Subject:** Vehicle Self-Insurance Rates 2000/2001 Fiscal Year

**\*Supersedes MM No. 99-07, Superseded by MM No. 01-12**

**MM No. 00-02 Subject:** Computer Software Contract Language

**\*Active Until Rescinded**

**MM No. 00-01 Subject:** Asbestos Notification to Employees

**\*Superseded by MM No. 01-03**

**1999 Management Memos:**

**MM No. 99-13 Subject:** Energy Management in State Facilities

**\*Superseded by MM No. 01-05**

**1998 Management Memos:**

**MM No. 98-14 Subject:** Glove Box Directory of Approved Auto Repair Facilities

**\*Rescinded December 19, 2016**

**MM No. 98-04 Subject:** Minority and Women Business Enterprise Participation Requirements for State Contracting

**\*Rescinded December 19, 2016**

**- - MANAGEMENT MEMO NOTES - -**  
**Management Memos 1995 through 2017 (Continued)**

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**1996 Management Memos:**

**MM No. 96-20 Subject:** Costs for Administration of Collective Bargaining Litigation,  
and Arbitration

**\*Active Indefinitely**

**1995 Management Memos:**

**MM No. 95-20 Subject:** Expenditure Authorization Controls

**\*Active Until Superseded, Supersedes MM No. 93-09**

**MM No. 95-17 Subject:** Personal Leave Program

**\*Supersedes MM No. 92-24, Terminated January 1, 1996**