

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

**SOFTWARE MANAGEMENT POLICY
REPORTING REQUIREMENTS**

4846.2

(Revised 6/2015)

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