

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

**AGENCY INFORMATION MANAGEMENT
STRATEGY REPORTING REQUIREMENTS**
(Revised 6/2015)

4900.5

The [AIMS](#) must be submitted to the Department of Technology at the time the Agency/state entity completes its initial strategic planning effort. A revised AIMS must be submitted to the Department of Technology for approval whenever there is a significant change in the Agency/state entity's strategy. Additionally, to assist the Department of Technology in reviewing an Agency/state entity's IT Budget Change Proposals (see SAM Section [4819.42](#)), the Agency/state entity annually must certify, by August of each year, or as instructed by the Department of Technology, that the AIMS approved by the Department of Technology represents its current strategy. [SIMM Section 60](#) provides a template for the AIMS transmittal letter, which must be signed by the Agency/state entity director or chief deputy director, for this annual certification.