

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.

NOTE: SAM is currently being reviewed and revised from the front to the back. We realize this will take a few years but with patience and fortitude it will happen. Therefore, you will see SAM Sections marked as “Reviewed” and the reviewed date in the “Revised” sections of SAM. Example: (Reviewed 9/04)

ITEM	SUMMARY
FOREWORD	<u>Director’s Foreword</u> update Director information
Subject Index	<u>Replace Subject Index</u> updated information in various pages warrants complete replacement.
Section 0030	<u>SAM Publications and Contacts</u> update contact names and telephone numbers
Section 0540	<u>Advertising Public Works Contracts</u> update Internet address and telephone number.
Section 0580	<u>Advertising in State Publications</u> updated to correctly identify the Government Code Section that authorizes Office of State Publishing to accept paid advertisements.
Section 1700	<u>Program Summary, Resources, and Contacts</u> Cited Government Code Sections 14770-14775.
Section 1701	<u>Statutory Authority</u> added reference to the FMC as stated in the mandate. Added GC Section 14771 (14) language regarding domestic partnership per AB 205.
Section 1705	<u>Establishing the Agency Program</u> Revised language to request that agencies utilize an FMC 105 form when appointing a department forms coordinator. Makes reference to website to access FMC 105 form.
Section 1715	<u>Forms Management Training and Guidelines</u> changed training classes offered by FMC from two to three.
Section 1720	<u>Forms Design Standards</u> change “must” to “should” identify to the State of California for all STD. forms.
Section 1725	<u>Electronic and Paper Forms</u> removed ”transmitted” from current language that states that forms can be filled out, designed, and transmitted.
Section 1730	<u>Standard State (STD.) Forms</u> removes reference to availability of Materials Services Catalog which is obsolete. Includes a website address for accessing STD. Forms.
Section 1735	<u>Business Use Inventory</u> updated GC Section 14771 to “14771(c)”.
Section 1740	<u>Public Use Forms Inventory</u> changed “agencies must identify all forms” to “have been given responsibility by FMC to identify all forms”.
Sections 1745-1750	<u>“Privacy and Disclosure” and “Disposal of Unused Accountable Forms”</u> both were reviewed and no changes were needed.

ITEM

SUMMARY

Sections 2800 through 2825 & 2870-2880	<u>Office of State Publishing, Publishing/Printing</u> was revised and reviewed to make minor updates to phone numbers, references to Government Codes, e-mail addresses, and clarification of the mail pre-sorting program. The major revision was to Section 2805 which incorporated changes outlined in Management Memo 02-22 requiring agencies to solicit a bid from the Office of State Publishing on print jobs valued over \$5,000.
Section 3100-3161 Index	<u>Section 3160, Public Sale and Distribution of Publications</u> was deleted, due to the closing of the Stores and Publications Programs.
Section 3151	<u>Annual Correction</u> was reviewed and no changes were needed.
Section 3160	<u>Public Sale and Distribution of Publications</u> was deleted, due to the closing of the Stores and Publications Program.
Section 3520.5	<u>Donation of State Property</u> adding a NOTE for clarification purposes.
Section 3852	<u>Exemption from Approval</u> revised to match Distribution Management Bulletin 3-98, which changes the audit threshold from \$200 to \$300 on freight invoices.
Page 4840.2 (Cont.1)	<u>Statutory References</u> replace, Revision 386 page was incorrectly printed.
Page 4845 (Cont. 1)	<u>IT Security Reporting Requirements</u> replace, Revision 386 page was incorrectly printed.
Page 5200 Index	<u>5200.6, Information Technology Procurement Plan (ITPP)</u> is being added to the SAM. <u>5211.1 Office of Information Technology Review of Procurement Document</u> removes old DOIT reference and replace with Dept. of Finance.
Section 5200.5	<u>Responsibilities and Authority</u> revised to change the Department of Information Technology (DOIT) to Department of Finance (Finance).
Section 5200.6	<u>5200.6, Information Technology Procurement Plan (ITPP)</u> is being added to the SAM. This policy instructs users on the use of the Department of General Services (DGS) template for preparing an Information Technology Procurement Plan.
Section 5204	<u>New Equipment Requirement</u> updated old contact information, which reflects DOIT. The new contact information will now reflect the Department of Finance.
Section 5211.1	<u>Office of Information Technology Review of Procurement Document</u> removing old DOIT references and replacing with Department of Finance.
Section 8775	<u>Subrogation Receipts</u> updates the procedures for subrogation receipts.

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>
Director's Foreword	1	SAME	1
Subject Index Pages 1-19	10	SAME	10
Pages 0030-0030 (Cont. 4)	3	SAME	3
Page 0500	1	SAME	1
Pages 1700-1745	2	SAME	2
Pages 2800-2865	2	SAME	2
3100-3161 Index	1	SAME	1
Page 3124	1	SAME	1
Page 3160	1	SAME	1
Page 3520 (Cont. 1)	1	SAME	1
Page 3851	1	SAME	1
Page 4840.2 (Cont. 1)	1	SAME	1
Page 4845 (Cont. 1)	1	SAME	1
Page 5200 Index	1	SAME	1
Pages 5200-5204	4	SAME	4
Page 5211.1	1	SAME	1
Page 8765	1	SAME	1