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)

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| **ITEM**  **SUBJECT INDEX**  **Section 2420**  **4800 Index**  **Section 4819.34**  **Section 4819.35**  **Section 4819.37**  **Section 4819.39**  **Section 4832**  **Section 4840.4**  **Section 4841.2**  **Section 4842.2**  **Section 4900.2** | **SUMMARY**  **Subject Index** Replace complete Subject Index due to pagination changes.  **Motor Vehicle Liability Self-Insurance Program** ORIM is revising State Administrative Manual Section 2420 to incorporate the policy of liability limitations that was issued in Management Memo 04-03. The MM expires December 31, 2004 and by placing the policy in SAM we will not have to reissue the MM next year.  **4800 Index** Changed titles for 4819.37 and 4819.38 to differentiate and match content. Replaced Workshop Computing Policy Sections 4989 through 4989.3 Deleted Workgroup Computing Policy Sections 4900.7, 4903.4, 4921, 4926, 4989.4 through  4989.7, 4991, & 4992.  **Project Approval Authority** Replaced Workgroup Computing Delegations with Desktop and Mobile Computing Delegations.  **Feasibility Study Report** Deleted language referring to the Workgroup Computing Policy.  **Reportable Project Criteria and Feasibility Study Report-Reporting Exemption Request** Changed title to Project Reporting Criteria. Deleted language referring to the Workgroup Computing Policy. Added reference to the Desktop and Mobile Computing Policy.  **Delegated Cost Threshold** Revised language to better describe the policy. Deletes language referring to Finance Budget Letter. This information is now posted in SIMM Section 15.  **Certificate of Compliance with Policies** Deleted language referring to Workgroup Computing Policy.  **Definitions** Included definitions for the words “Non-State Entity” and “Peer-to-Peer Technology.”  **Information Integrity and Security** Included policy that establishes the need for agreements with non-state entities. Directed agencies to develop and implement a Peer- to-Peer Technology Policy. Included Desktop and Mobile Computing Policy security elements.  **Agency Risk Management Program** Included Desktop and Mobile Computing Policy security elements.  **Basic Policies** Deleted language referring to the Workgroup Computing Policy. Added reference to the Desktop and Mobile Computing Policy. |

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| **ITEM**  **Section 4900.7**  **Section 4903.4**  **Section 4921**  **Section 4926**  **Section 4930**  **Section 4989**  **Section 4989.1**  **Section 4989.2**  **Section 4989.3**  **Section 4989.4**  **Section 4989.5**  **Section 4989.6**  **Section 4989.7**  **Section 4991**  **Section 4992**  **Section 6700**  **Section 6740**  **Section 8740**  **17000 Index**  **Section 17115** | **SUMMARY**  **Exceptions for Small Agencies** Deleted.  **Workgroup Computing Policy Certificate Statement** Deleted.  **Basic Policy** Changed title to Feasibility Study Basic Policy.  **Reporting Requirement and Approval Authority** Deleted.  **Project Summary Package** Revise SAM Reference to Delegated Cost Thre  **Purpose and Scope of Policy** Changed title to “Desktop and Mobile Compu Replaces Workgroup Computing Policy Purpose and Scope with Desktop a Computing Policy.  **Definition of Workgroup Computing** Changed title to “Definition of Desk Mobile Computing”. Replaces Workgroup Computing Policy Definition wi of Desktop and Mobile Computing.  **Agency Policy** Changed title to Exclusions. Replaces Workgroup Computi Agency Policy with Desktop and Mobile Computing Policy Exclusions.  **Agency Roles and Responsibilities** Replaces Workgroup Computing Polic Roles and Responsibilities with Desktop and Mobile Computing Policy Age and Responsibilities.  **Agency Planning and Reporting Requirements** Deleted.  **Workgroup Computing Approval Authority** Deleted. **Workgroup Computing Justification Form** Deleted. **Security of Workgroup Computing Configurations** Deleted. **Workgroup Computing Justification Form** Deleted.  **Workgroup Computing Certification Statement** Deleted.  **Information Technology Expenditures** Technology Investment Review U references replaced with Office of Technology Review, Oversight, and Secu (OTROS).  **Reporting** Technology Investment Review Unit (TIRU) references replaced of Technology Review, Oversight, and Security (OTROS).  **Billing for Services of Employees Paid on Monthly Basis** Revise section t 2005 billing rates.  **Section 17115, To Establish or Amend a Federal Trust Fund Account** S Change.  **To Establish or Amend a Federal Trust Fund Account** Requests to establ |

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ish or amend a Federal Trust Fund account will be sent to the State Controller’s Office for approval.

# 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.

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| **Remove Page(s)** | **Consecutive No.**  **of Sheets** | **Insert Page(s)** | **Consecutive No.**  **of Sheets** |
| **Subject Index** | **10** | **SAME** | **10** |
| **Page 2400** | **1** | **SAME** | **1** |
| **4800 Index** | **2** | **SAME** | **2** |
| **Pages 4819.32 (Cont. 1) through**  **4819.35 (Cont. 1)** | **2** | **SAME** | **2** |
| **Page 4819.36 (Cont. 3)** | **1** | **SAME** | **1** |
| **Pages 4819.41 through 4841.3** | **5** | **SAME** | **5** |
| **Page 4842.1 (Cont. 1)** | **1** | **SAME** | **1** |
| **Pages 4900.1 (Cont. 2) through 4940** | **5** | **SAME** | **5** |
| **Pages 4989 through 4991 (Cont. 1)** | **4** | **Pages 4989 through 4989.3**  **(Cont. 1)** | **2** |
| **Pages 6680 through 6740 (Cont. 1)** | **2** | **SAME** | **2** |
| **Page 8740** | **1** | **SAME** | **1** |
| **17000 Index** | **1** | **SAME** | **1** |
| **Page 17101 through 17135 (Cont. 1)** | **2** | **SAME** | **2** |