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| **SAM Update Template** |
| sam section:**[SAM section (new or revised)]** | date:[Insert date] |
| chapter/section owner:[ ] Governor’s Office (GO) [ ] Department of Finance (DOF)[ ] Department of Human Resources (CalHR)[ ] Department of General Services (DGS)[ ] Department of Technology (CDT) |

**Legal Authority**

XXX

**Definitions**

XXX

**Policy**

XXX

**Responsibilities**

XXX

**Resources**

Link to procedures on Department/Agency or DGS Division or Office website.