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.

# ITEM SUMMARY

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| --- | --- |
| **3500-3700 Index**  **Section 3520**  **Section 3520.2**  **Section 3520.3**  **Section 3520.4**  **Section 3520.5**  **Section 3520.6**  **Sections 3520.7**  **Section 3520.8**  **Section 3520.9**  **Section 3521**  **Section 3521.1**  **Section 3521.2**  **through 3521.4**  **Section 3522**  **Section 3522.1**  **Page 4800 Index,**  **Section 4843.2**  **Section 4841.1**  **Section 4843.2** | **Section 3521.1;** rename Inspection of Used Surplus Property to read **“Inspection of Used Federal Surplus Property”**. **Delete Sections 3521.2-3521.4.** Rename Rental and Load of Equipment to read “Loan of State Surplus Personal Property”.  **Disposal of Personal Property and Surplus Personal Property,** rename **“Disposal of Surplus Personal Property”.** Update information on STD. 152 and address to agencies.  **Property Survey Board,** update Board responsibility.  **Property Survey Reports,** re-write complete section.  **Transfer to the Surplus Property Office,** re-write obsolete language.  **Donations of State Property,** re-write complete section. **Sale to Another State Agency,** re-write obsolete language. **Public Sale**, re-write obsolete language.  **Sealed Bids or Auction Sales,** re-write obsolete language.  **Discarded, Scrapped, or Dismantled for Salvage,** re-write obsolete language.  **Donated Federal Surplus Property,** re-name Procurement and add State and Federal Property Reuse Office.  **Inspection of Used Surplus Equipment,** re-named **“Inspection of Used Federal Surplus Property”** slight language change.  **Budgeting at Commercial Cost, Limit Acquisitions to Annual Needs, & Acquisition of Unbudgeted Equipment,** All deleted due to obsolete language.  **Rental and Loan of Equipment,** re-named **“Loan of State Surplus Personal Property”.** Update contacting address along with Office names.  **Interdepartmental Equipment Rentals,** update publication address and telephone numbers.  **Agency Operational Recovery Coordinator,** delete added to Section 4843.  **Agency Management Responsibilities,** changed ISO Certification to Information Security Personnel Designation Letter. Added Operational Recovery Coordinator role (Previously, SAM Section 4843.2). Deleted references to GC 11771.  **Agency Operational Recovery Coordinator,** deleted SAM Section and placed Operational Recovery Coordinator role into SAM Section 4843.1. |

**ITEM SUMMARY**

hanged ISO Certification references to Information Security Personnel Designation Letter. Updated and corrected references to GC 11771.

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| **Section 4845** | **IT Security Reporting Requirements,** c |

# 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** |
| **3500-3700 Index page 1** | **1** | **SAME** | **1** |
| **Page 3510.3 through**  **3522.1 (Cont. 1)** | **4** | **SAME** | **4** |
| **Page 4800 Index** | **1** | **SAME** | **1** |
| **Page 4840.2 (Cont. 1) through**  **page 4841.3** | **2** | **Page 4840.2 (Cont. 1)**  **through 4841.4 (Cont. 1)** | **3** |
| **Page 4843 through 4846** | **2** | **SAME** | **2** |