REVISING SAM   **0020**
(Revised 1/2016)

Responsibility for Revising SAM

Responsibility for updating SAM content is assigned to authoring state departments. The SAM Section 0030 lists authoring departments for each SAM chapter/section and provides contact information that can direct SAM Users to authors to assist with content clarification/guidance. The departmental director or his/her designee is responsible for certifying that any revisions to their SAM sections are legal and consistent with overall state policies.

The Department of General Services (DGS) expects SAM authors to review and/or revise their respective chapters/section(s) every three (3) years. The SAM should be immediately updated or revised when content is outdated, or procedures, guidelines, laws or code changes dictate change.

Making Revision Recommendations to the SAM

Anyone can recommend revisions to SAM. To recommend SAM revisions, contact the author's office listed in SAM Section 0030 or contact the SAM Unit. When the author determines that SAM revisions are necessary, the SAM Unit can provide process information and timetables. The author may designate an author contact to write and coordinate revisions through the SAM Unit.

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Completing Revisions/Reviews to SAM

When it has been determined that revisions or reviews to the SAM are necessary, the following steps should be taken by the SAM Author and Coordinator to complete revisions/reviews:

	Step	**Action(s) Taken**
SAM Author	1	Receives working Word Version for SAM Chapter/Section(s) to be revised/reviewed from SAM Coordinator.
	2	Reviews SAM Chapter/Section(s) • *If it is determined that content is current and still in practice, go to 2a*
	2a	Gives authorization (via email) to SAM Coordinator to change reviewed date to current date. No further action required.

	3	Revises SAM Chapter/Section(s) and completes the Revision Package sent from the SAM Coordinator (via email).
		• Revision Package consists of the following:
		  ○ *Author Revisions*
		  ○ *Revision Summary*
		  ○ *Author Checklist*

	4	Submits the Completed Revision Package to SAM Coordinator via email.
SAM Coordinator	5	Receives Completed Revision Package and incorporates the Author Revisions into the Author Revision-Website Version.
	6	Cross-references revised SAM material with Management Memorandums (MMs), Budget Letters (BLs), Technology Letters (TLs), and other mentioned agencies, departments, and sections to ensure accuracy and validity.
	7	Sends Author-Draft Revision-Website Version back to SAM Author for Final Author Review

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SAM Author	8	Reviews Author-Draft Revision-Website Version and verifies all cross-referenced content and other mentioned agencies/departments are accurate and valid. • *If Final Author Revision-Website Version is not correct, go to step 3*
	9	Send email approval back to SAM Coordinator.
SAM Coordinator	10	Submits Final Revision Package to DGS Director or his/her designee for final approval.
	11	Receives final approval. Updates and posts all revised SAM Chapters/sections as well as their corresponding PRINT and NOTEBOOK versions.
	12	Posts all approved Final Author Revisions and Summary to the SAM Website within two (2) business days of receipt • *SAM Coordinator will communicate with the SAM Author if unexpected delays occur.*
	13	Issues email notification to the SAM Subscribers of a new SAM Revision and Summary posted to the SAM Website at the beginning of each fiscal quarter. SAM Revision Summary History and Schedule for Quarterly Notification of Changes can be accessed via the **SAM Website**.

Notation for Changes in Revision Packages

Vertical bars on pages indicate additions or overall changes. Revised pages in chapter rewrites do not contain bars. Section and subsection titles in the text are followed by information indicating whether the section is new, revised, or renumbered.