**Summary of Changes to the State Administrative Manual (SAM)**

**January 2020**

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| **SAM Section** | **Action Type** | **Changes** |
| SAM Section 4819.2 | Change | Per TL 20-01, policy was updated to include new definition of “Workgroup Collaboration Platform”. |
| SAM Section 5170 | New | Per TL 20-01, new section was added to introduce the Workgroup Collaboration Platform policy which requires each agency/state entity to develop and implement policies and procedures to ensure proper use of Workgroup Collaboration Platforms. |