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The complete State Administrative Manual (SAM) is maintained in all headquarters and area offices and provides a wide range of policies and directives with which all state agencies must comply.

The 4500 section of SAM describes the State's telecommunications policies and objectives. It provides the statutory basis for the role of the Department of General Services, Telecommunications Division, in giving technical communications support to various agencies. It covers technical services available from the Telecommunications Division and outlines the responsibilities of state employees regarding the acquisition and use of state telecommunications resources. SAM Section 4500 [{see Exhibit SAM 4500}](#) should be checked against a current State Administrative Manual at least annually to be sure of having the most recent information available.

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