

**SAM – INFORMATION TECHNOLOGY
(California Department of Technology)**

WORKGROUP COLLABORATION PLATFORM POLICY

5170

(New 01/2020)

The increased utilization of collaborative tools that emphasize and enable teamwork continues to improve the way government communicates and collaborates. Unified communications platforms promote capabilities that allow remote collaboration. These platforms combine features such as chat, conferencing, calendaring, notes, and attachments into a single enterprise platform enabling the rapid provisioning of shared workspaces and facilitating distribution of topic based information.

Each agency/state entity shall develop and implement internal policies and procedures to ensure proper use of Workgroup Collaboration Platforms, as defined in SAM Section 4819.2. These policies and procedures must comply with SAM Sections 4846 and 5300, which provide that all computer software purchased with state funds is procured in accordance with state law and used in compliance with licenses, contract terms and applicable copyright laws. In addition, management should ensure all staff understand and adhere to proper software management policies which address, at a minimum, the following key areas: acceptable use, public records act considerations, key roles and responsibilities, security/privacy, workspaces and records retention and management of Workgroup Collaboration Platforms. Statewide Information Management Manual (SIMM) Section 130 provides guidelines to assist agencies/state entities in developing policies and procedures for the proper use of Workgroup Collaboration Platforms.