



# Foreign Affairs Manual

## 5 FAM –Information Management

**Change Transmittal:** IM-104

**Date:** April 7, 2009

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## 5 FAM 860 HARDWARE AND SOFTWARE MAINTENANCE

### CHANGES

1. This CT completely revises 5 FAM 860. Due to the amount of new material, this subchapter is being treated as entirely new. Changes will not appear in *italics* or *dark magenta*.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

### Filing Instructions (Paper Copies)

1. Remove and discard old subchapter 5 FAM 860 (CT:IM-50; 05-04-2004; 5 pages) and insert the new subchapter (CT:IM-104; 04-07-2009; 8 pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:IM-104, and initial.

### Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual

are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

**(IRM/BPC/PRG)**