

## Human Resources Branch Memorandum

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| <b>SUBJECT:</b><br><b>Electronic Signatures</b> | <b>NUMBER:</b><br><b>HRB 18-021</b>              |
|   | <b>DATE ISSUED:</b><br><b>September 14, 2018</b> |
| <b>DISTRIBUTION:</b><br><b>CDFW All</b>         | <b>EXPIRES:</b><br><b>N/A</b>                    |

Action Required       Informational Only       Control Agency Directive

### Purpose

The purpose of this memorandum is to inform employees of the California Department of Fish and Wildlife (CDFW) that the CDFW permits the use of Electronic Signatures (e-signatures) in conducting state business. Following California State Government directives, and technological trends, CDFW will continue evolving towards increased use of electronic signatures and paperless options.

### Authorities

- California Government Code Section 16.5
- California Code of Regulations Title 1, Division 7, Chapter 10
- State Administrative Manual Management Memo 18-03

### Policy

The CDFW accepts e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement or acknowledgement when specified on a CDFW document. CDFW documents that permit e-signatures will include instruction on how to obtain an electronic signature that meets the requirements set forth in California Government Code Section 16.5. Each e-signature will include the date the document was signed. Electronic documents must clearly and unambiguously show the chain of approval of all parties required to sign that document.

Individuals who falsify e-signatures are subject to disciplinary action, up to and including termination of employment.

### Contact

If you have any questions, please contact the Information Security Officer at [iso@wildlife.ca.gov](mailto:iso@wildlife.ca.gov).