



**STATE OF NORTH CAROLINA
OFFICE OF STATE BUDGET AND MANAGEMENT**

BEVERLY EAVES PERDUE
GOVERNOR

CHARLES E. PERUSSE
STATE BUDGET DIRECTOR

October 30, 2009

MEMORANDUM

TO: Agency, Licensing Board and Commission Heads

FROM: Charles E. Perusse *Charles E. Perusse*

SUBJECT: Section 6.16(a) of Senate Bill 202 – Use of Electronic Forms and Digital Signatures

The Office of the State Budget and Management (OSBM) is required by the General Assembly in Senate Bill 202 / Session Law 2009-0451 (Budget Bill) to develop a plan to increase the use of electronic forms ("E-forms") and digital signatures throughout State government. The Budget Bill further instructs OSBM to conduct an inventory of forms currently in use by executive branch agencies. Pursuant to these requirements, OSBM is requesting from each Department, Board and Commission the following:

- 1) Your agency's top thirty (30) E-form candidates
- 2) Your agency's forms already converted or in the process of being converted to E-forms.

An E-form is defined as a form completed and submitted on-line without the need to print or use e-mail or another step to submit the form. The data on the form is electronically filed into an agency's data repository to be used for further analysis or processing. E-form candidates should relate to the Department's mission. Other than the State Personnel Commission, you should not submit forms associated with employee administration (e.g. employment application, timekeeping, travel, etc.). Forms that experience heavy use and require manual handling or filing may be E-form candidates.

In order for us to comply with the General Assembly's deadline, you must submit a response to OSBM by November 30, 2009. Attached are instructions and two worksheets: one for E-form candidates and one for E-forms in process or in existence. Responses should be consolidated and submitted to OSBM by a designated senior official. OSBM, along with ITS and your Agency, will review the inventory provided and create a plan for converting the applicable forms to an electronic format. The instructions and worksheet are also available at www.osbm.state.nc.us/osbm under the Memorandums link. If you have any questions about completing the worksheet, please contact John Leskovec at 919-807-4734 or John.Leskovec@osbm.nc.gov or Anne Bander at Anne.Bander@osbm.nc.gov.

Thank you.

Attachments: Instructions and Worksheets

cc: Department Chief Information Officers