



Policy Title: IT6006 - Authorization for Use of Electronic Signatures

Subject Area: Information Technology

Responsible Official(s): Chief Information Officer

Responsible Office(s): Information Technology Services

Definitions

Electronic Signature - An electronic sound, symbol or process, attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. An electronic signature must be attributable (or traceable) to a person who has the intent to sign the record with the use of adequate security and authentication measures that are contained in the method of capturing the electronic transaction (e.g., use of personal identification number or personal login identification username and password), and the recipient of the transaction must be able to permanently retain an electronic record of the transaction at the time of receipt.

Approved Electronic Signature Method - One that has been approved in accordance with this guideline and applicable state and federal laws and which specifies the form of the electronic signature, the systems and procedures used with the electronic signature and the significance of the use of the electronic signature.

Policy

The University of Memphis recognizes the use of electronic signatures for pre-approved University processes and seeks to facilitate use within the University in accordance with Tennessee Uniform Electronic Transactions Act (T.C.A. 47-10-101) and Tennessee Public Records Act (T.C.A. 10-7-101). This policy establishes when an electronic signature may replace a written signature and when an electronic record may replace a paper document in official activities of the University of Memphis.

With respect to the use of electronic signatures or electronic transactions, the following requirements pertain to approved electronic signature methods:

- In determining whether to approve an electronic signature method, consideration will be given to the systems and procedures associated with using that electronic signature, and whether the use of the electronic signature is at least as reliable as the existing method being used.

An approved electronic signature method may limit the use to particular electronic records, particular classes of electronic records, or particular departments. An electronic signature used outside of its

defined parameters will not be considered valid by the institution. Approved electronic signature methods shall be maintained by the Office of the Chief Information Officer.

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