

C. E-signatures and the associated data to validate the e-signature are an integral part of a record. Electronically signed documents must follow the same record retention as those using wet signatures. The signature and means to verify it need to be maintained for the full records life cycle.

D. The University's right or option to conduct a University transaction on paper or in non-electronic form shall not affect the University's right, option, or obligation to have documents provided or made available in electronic format.

E. The decision to use an e-signature should be weighed against the costs, complexity, and risk identified with the transaction.

F. The University provided DocuSign is the preferred and supported e-signature method for the University other systems using electronic verification appear in section V.

IV. E-Signature Approval & Initialization

It is the intent of this guidance that all university business units and processes will accept the use of e-signatures wherever a wet signature is currently acceptable; however, the University reserves the right to designate specific transactions that are not to be conducted using e-signatures. These exceptions shall be limited to those documents requiring the highest level of security or level 3 Assurance as outlined in section V below or are otherwise prohibited by law.

A. For enterprise level transactions the appropriate vice-president in consultation with the Chief Information Technology Officer will determine if a document or process meets the criteria for exception.

B. For internal campus-level transactions, the Chancellor or his/her designee will identify those documents that meet the criteria for exception.

C. Units will review annually the e-signature exceptions based on risks, security levels, and methodologies.

V. Implementation and Security Procedures

A. Electronic signatures may be implemented using various methodologies depending on the risk tolerance and level of assurance required for the transaction, and all relevant state, federal, and university policies, regulations, and guidelines. Examples of transaction risks include fraud, integrity, non-repudiation, and financial loss. The quality and security of the electronic signature method shall be commensurate with the risk and needed assurance of the authenticity of the signer (See Appendix A - Ink Signature to E-Signature Level of Assurance Versus Risk Matrix).

B. The University shall adopt security procedures for e-signatures that are practical, secure, and balance risk and cost.

C. The security requirements for a University transaction include, but are not limited to,

VI. Misuse or Abuse of Electronic Signatures and Transactions

Misuse or abuse of electronic

Appendix A

Appendix B - Glossary

Authentication

Authentication means the process of securely verifying the identity of an individual prior to allowing access to an electronic University service. Authentication ensures that the user who attempts to perform the function of an electronic signature is in fact who they say they are and is authorized to “sign.”

Authorization

Authorization means verifying that an authenticated user has permission to access specific electronic University services and/or perform certain operations.

Electronic

Electronic means a technology that has electrical, digital, magnetic, wireless, optical or electromagnetic capabilities or similar capabilities.

Electronic record or e-record

Electronic record or e-record means a record of information that is created, generated, sent, communicated, received or stored electronically.

Electronic signature or e-signature

Electronic signature or e-signature means an electronic sound, symbol or process that is attached to or logically associated with a record and that is executed or adopted with the intent to sign the record.

Electronic transaction or e-transaction

Electronic transaction or e-transaction means an action or set of actions that is conducted or performed, in whole or in part, electronically or via electronic records.

Information

Information means data, text, images, sounds, codes, computer programs, software, databases or similar items.

[State of Alaska Records Definition – AS sect 40.21.150 (6)] “Record means any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, electronic record, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or a political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them; the term does not include library and museum material developed or acquired and preserved solely for reference, historical or exhibitions purposes, extra copies of documents preserved solely for convenience of reference, or stocks of publications and processed documents.”

Repudiation

Repudiation means the willful act of either party in a voluntary transaction to reject, disown, or