

Electronic and Digital Signatures

Policy No.	2021-70
Date	11/04/2021
Authorized By	D. Bewley
Supersedes Policy No.	N/A

1. Purpose

The purpose of this document is to establish a policy concerning the use of electronic and digital signatures in the course of business conducted on behalf of the TAA. The goal is for TAA employees to be able to benefit from electronic and digital signature technology and understand the risks to ensure that electronic and digital signatures can be used within the guidelines provided herein.

2. Scope and Applicability

This policy applies to all TAA Divisions, and any Official Records created in the course of TAA business as that term is defined in relevant TAA policies and procedures.

The use of electronic or digital signatures with third parties and implementation of the guidelines provided for in this document is voluntary and not mandatory.

3. Exceptions

A record or signature generated in the regular course of TAA business shall not be presumed to lack legal effect or enforceability solely because it is in electronic or digital form, except when, pursuant to specific laws or regulations, wet-ink original signatures are required by law.

4. Policy

Electronic Signatures may be used by TAA employees in the regular course of business and shall be given the same presumption of authenticity in any instance when the minimum standards for a Digital Signatures are not required.

Use of a digital copy of a person's signature is prohibited UNLESS there is clear, intentional written approval (email is acceptable), for that specific purpose, from the person whose signature is being used. Without that specific approval, the document upon which that signature appears is NOT APPROVED under any TAA authority or policy.

Use of someone's signature without their consent may be considered fraud/misrepresentation/identity theft and will have disciplinary consequences.

Digital Signatures shall be used when the additional rigor and security is necessary to protect high risk, high value processes. For example, Digital Signatures shall be used including but not limited to all instances where TAA signature authority is delegated to authorized representatives of the organization as identified:

- A. In accordance with the TAA Contract Signing Authority Finance Policy 2008-4-TAADOC231.
- B. In accordance with the TAA Procurement Policy and Procedures Manual 008-2020.
- C. In any other TAA policy or procedure in effect as of the date of this policy or established thereafter, where TAA signature authority is delegated to authorized representatives of the organization.

5. Definitions and Abbreviations

“Electronic Signature” is 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 be bound by or to authenticate a Record.

“Digital Signature” is a type of electronic signature that relies on a public key infrastructure (PKI) to provide a unique identifier and link the signature to the Record, authenticating both the signer and the Record.¹

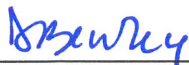
6. References

A.R.S. §44-7041 et seq.

15 USC §7001 et seq.

Uniform Electronic Transactions Act

Authorized by:



Danette Bewley
President/CEO



Date

¹ For purposes of this Policy, Adobe Acrobat™ digital ID signatures and DocuSign™ satisfy these PKI requirements.