DATE: March 13, 2015

TO: Dr. Russell O’Hare, Chief Records Officer

FROM: LaNora Tolman, Executive Officer

RE: Proposed Electronic Signature Regulation R05.08.040

The System Governance groups had a chance to review the proposed regulation Electronic Signature R05.08.040. Their input follows:

**Faculty Alliance Comment:** The faculty were happy to see electronic signatures written into policy and regulation but a few formatting changes were necessary. Items #3 and #4 are not exceptions but an explanation of who is responsible for the guidelines and where to find them. These topics should be in a separate paragraph and not in the numbered exceptions.

**Staff Alliance Comment:** Use of electronic signatures has expedited business and makes a lot of sense in the modern business world. Staff Alliance is pleased to see this addressed in regulation.

There are just a few minor edits on the proposed regulation. It seems that #3 and #4 should be listed separately from the list of exceptions to the use of electronic signatures. Otherwise this received the approval of all members of the Staff Alliance.

**Original Proposed Regulation -**

R05.08.040 Use of Electronic Signatures

University of Alaska may conduct business through the use of electronic signatures in all transactions or processes except the following:

1. any transaction or process that requires a notarized signature
2. any transaction or process that is not legal to conduct electronically
3. the Chief Records Officer and Chief Information Security Officer are responsible for developing Administrative Guidelines for the use of Electronic Signatures at the University of Alaska.

4. the Administrative Guidelines for the use of Electronic Signatures can be found as part of the Accounting and Administrative Manual on the Controller’s website.

Reference: Alaska Statutes Title 9. Chapter 80 Uniform Electronic Transactions Act
The Uniform Electronic Transactions Act (UETA)

Suggested revision to the proposed regulation by Faculty Alliance -

R05.08.040 Use of Electronic Signatures

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1. any transaction or process that requires a notarized signature
2. any transaction or process that is not legal to conduct electronically

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Reference: Alaska Statutes Title 9. Chapter 80 Uniform Electronic Transactions Act The Uniform Electronic Transactions Act (UETA)

Thank you for the opportunity for governance review.