

SOUTHWESTERN AREA  
WORKFORCE DEVELOPMENT BOARD

**ELECTRONIC SIGNATURE POLICY  
POLICY 14-1**

**ISSUE DATE:** September 30, 2014

**EFFECTIVE DATE:** October 13, 2014

**APPLICABILITY:** The Southwestern Area Workforce Development Board's (SAWDB) sub-recipients, administrative entity and fiscal agent.

**OBJECTIVE:** The objective of this rule is to establish formalize and recognize the use of electronic signatures on contracts and other documents.

**BACKGROUND:** The use of electronic signatures on contracts and other documents is permitted by federal and state laws.

This policy does not imply that prior to the approval of this policy that electronic signatures on contracts and documents were not allowed within the SAWDB's network.

**ACTION:**

- A. Where federal, state, and local board policies allow, the use of electronic signatures is permitted for use by the board's sub-recipients, administrative entity and fiscal agent.
- B. Contracts and other documents may have the use of electronic signatures when all parties have agreed to transact by electronic signature means.
- C. The use of a digital certificate is also permitted.
  - 1) A digital certificate is an electronic file which contains personal information on its owner, such as the name and email address, as well as this owner's public key. A certificate acts as an identity card for each user; it will identify the user to all other participants, as does an ID in the physical world. A certificate is also the proof of ownership of a public key.
  - 2) Certificates are issued by a Certification Authority (CA), which is responsible for their content. The CA signs the

certificates it creates. This enables users to know what CA created each certificate. The signature also ensures that the certificate has not been altered by a third party. Adobe Reader, Adobe Standard, and other major software products contain the means of such digital signatures.

- D. Training: The Administrative Entity will develop a recurring training plan and establish rules and guidelines for the use of electronic signatures and electronic records based on this policy.

**APPROVAL:** This policy was approved by the Southwestern Area Workforce Development Board on September 30, 2014.

**RESCISSION:** None

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