

 <p>Category: Administration</p> <p>Policy applicable for: Faculty/Staff</p>	<p><i>Policy Title:</i> Electronic Signatures</p> <p>Effective Date: mm/dd/yyyy</p> <p>Prior Effective Date: mm/dd/yyyy</p> <p>Enabling Acts: O.R.C. 1306.01 O.A.C. 123:3-1-01 University Board Rule 3361:10-1-06</p>	<p><i>Policy Number:</i> 1.8.5</p> <p>Policy Owner: VP for Legal Affairs</p> <p>Responsible Office(s): General Counsel; Information Security; University Archivist</p>
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Background

Prior to entering into a contract, agreement, promise, or any other undertaking in the name of the University of Cincinnati or purporting to be made for, or on behalf of any college, school, department, division or other part of the university via an electronic signature, Ohio law requires the University of Cincinnati to establish policies and procedures that govern the use of such electronic signatures. This ensures the authenticity, integrity, and non-repudiation of such signatures.

The university Board of Trustees has approved a rule titled Execution of Instruments (3361:10-1-06) that governs this topic and which shall be the controlling instrument regarding electronic signatures.

Policy

Electronic transactions conducted in accordance with the board rule and this policy shall have the same legal effect as paper-based transactions.

Records Retention

Records of electronic transactions shall be maintained in accordance with the university record retention schedule for the type of transaction at issue.

Compliance

Failure to comply with this policy may lead to disciplinary action up to and including termination. The university may repudiate any document signed in violation of its rules, policies, and procedures, and the person signing the instrument may be held personally liable for any obligations incurred.

Related links:

University Board Rule 3361:10-1-06 Execution of Instruments
(new version has not been uploaded yet to link here)

Ohio Administrative Code 123:3-1-01 Use of Electronic Signatures and Records
<http://codes.ohio.gov/oac/123:3-1-01v1>

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