

Administrative Procedures	
<b>Procedure No. 725.1A</b> <b>Policy No. 725</b>	<b>Name of Procedure</b> <b>USE OF ELECTRONIC SIGNATURES &amp; SUBMISSIONS</b>

The purpose of these procedures is to make sure that Lower Columbia College (LCC) follows a consistent, controlled, and scalable process for approving and implementing specific electronic signatures and submissions (solutions) for processes and transaction types.

**Steps:**

1. When a department intends to use and accept electronic signatures to authenticate electronic transactions, the supervisor shall submit a request to review the form or process to the Vice President of Administrative Services. The request shall include:
    - a description of the process or transaction
    - any exceptions within the process/transaction
    - the person responsible for the confidentiality, integrity, and availability (including retention) of any information collected
    - whether a budget or resources have been approved for a solution
  
  2. The Vice President of Administrative Services in consultation with the Director of IT Services and the Finance Director (or delegated representatives) shall review electronic signature solution requests and assess whether implementing a solution will:
    - enhance the experience of customers or stakeholders, or
    - provide efficiency benefits, or
    - save costs of doing business (better, faster, cheaper), or
    - maintain strong internal controls
    - complete a risk assessment
  
  3. If an electronic signature request meets approval criteria, the Director of IT Services shall include the request on the agenda of the next Technology Education Committee (TEC) meeting for review and recommendation. If the request does not meet approval criteria, the Director of IT Services shall inform the requester.
  
  4. TEC shall review the initial assessment and, in consultation with LCC's Vice President of Legal Affairs, perform a business analysis and risk assessment based on the OCIO model risk assessment to determine:
    - whether an electronic signature solution is acceptable
    - what method or approach should be used to validate an electronic signature
  
  5. If TEC approves the electronic signature request, the Director of IT Services shall:
    - record the process or transaction in the eSignature Solutions Log, and
    - determine the resources and costs required to implement a solution at the recommended level of security
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6. If the solution can be implemented using existing resources, its implementation shall be scheduled through the technology project prioritization process.
7. If additional resources are required for implementation, the requestor must secure those resources before the solution is prioritized, purchased or procured, or scheduled for implementation.

**Resources:**

- [Request to Accept Electronic Signatures online form](#)
- [E-Signature Risk Assessment worksheet](#)
- [E-Signature Solutions Log](#)

**Review:**

Policy and Procedures reviewed by Governance Council, Operations Council, UMCC and a campus-wide review.

- Approved by the Executive Leadership Team on 2-7-18
  - Accepted by Governance Council on 2-7-18
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