



POLICIES & PROCEDURES

Title: Use and Acceptance of Electronic Signatures

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Department: Finance

PURPOSE

The purpose of this policy is to permit electronic signatures for College business by authorizing the implementation and acceptance of practical and secure methods consistent with the [Louisiana Uniform Electronic Transactions Act, La. R.S. 9:2601](#).

SCOPE

This policy applies to all individuals affiliated with the College, whether paid or unpaid, including but not limited to faculty, staff, students, and associates. This policy permits members of the College community to conduct College transactions electronically and to formally acknowledge their agreement to College internal or external transactions in which they are parties or the authorized representative of the College by affixing an Electronic Signature as defined below. The College may, at its discretion or as required by law, opt out of conducting any transaction electronically.

DEFINITIONS

Agreement: any written form of documentation legally obligating the parties to a particular transaction, also referred to as a contract, which may include language related to pricing, deliverables, statement of work, insurance, indemnification, rights and responsibilities of either party.

Authentication: a system or process which confirms the identity of the person purporting to sign an Electronic Record or otherwise conducting an electronic transaction.

Authorization: when an individual has the requisite authority, or specifically delegated authority, to sign an Electronic Record, access specific electronic College services, and/or perform certain operations, including the execution of Agreements to bind the College.

Electronic Record: a record created, generated, sent, communicated, received, or stored and signed by electronic means.

Electronic Signature: 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 sign an Electronic Record.

GENERAL POLICY

To the extent allowed by the applicable laws, regulations and policies, the College will permit the use of an Electronic Signature and will accept an Electronic Signature as the legally binding and equivalent to a handwritten signature to bind the Agreement with the College.

This policy does not limit the College's right or option to require that an Agreement involving the College be conducted on paper or in non-electronic form, nor does it limit the College's right or obligation to have documents be provided or made available on paper when required by applicable policies, laws, or regulations.

Employees with signature authority and departments shall retain all Electronic Records with Electronic Signatures for the same period required for paper records pursuant to the College retention schedule. Retention requirements are based on the function and content of the records rather than on the format.

Any individual who falsifies an Electronic Signature or otherwise knowingly violates this policy is subject to disciplinary action, including and not limited to termination of employment and/or potential criminal prosecution under applicable federal, state, and local laws.

The following documents are specifically excluded from this policy, and so are any other documents as excluded by law, regulations, and other policies.

- A. Agreements for the purchase, sale or transfer of real estate or immovable property
- B. Authentic acts or documents requiring a notary
- C. Construction agreements