



POLICY – 303
Rev. Level: B
February 13, 2009

ELECTRONIC SIGNATURE POLICY

- 1.0 **Purpose.** The purpose of this policy is to give guidelines for the use of the electronic signatures for those individuals at RCWE as deemed appropriate by the CEO.
- 2.0 **Requirements.** There are several occasions when these individuals are unavailable for actual signatures. There must be a plan in place so that items that need the above signatures can be completed without delaying the operation of the organization. This policy will give such guidance to the use of electronic signatures.
- 3.0 **Scope.** The signatures of the above personnel will be scanned and then stored in the user's protected folders. The signatures will be used only after a confirming email is received by the party requesting the use of the signature. The confirming email is to be attached to the document utilizing the signature.
- 4.0 **Responsibility.** CEO.
- 5.0 **History.**

Name	Date	Rev. Level	Description of change	Effective Date
Mark Canfield	6/22/2005	A	New policy	
Deb O'Neil	2/13/2009	B	Update logo, content, EO Officer	7/01/2009

Auxiliary aids and services are available upon request to individuals with disabilities.

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