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Reference Number: 367-13-DD

Title of Document: Electronic Records and Signature Policy

Date of Issue: June 30, 2010
Effective Date: June 30, 2010
Last Review Date: January 27, 2017
Date of Last Revision: January 27, 2017 (REVISED)

Applicability: All DDSN Employees, All DDSN Contracted Service Providers

PURPOSE:

The purpose of this policy is to document the Department of Disabilities of Special Needs (DDSN) security, management, and utilization of electronic records and signatures.

Policy Statement:

DDSN's electronic signature security and authentication process is consistent with the South Carolina Uniform Electronic Transactions Act (UETA) (S.C. Code Ann. § 26-6-10 through § 26-6-210) and with the South Carolina Enterprise Architecture Uniform Electronic Transactions Act Standards for Electronic Signatures Published January 24, 2007.

Selected agency documents may be electronically signed by DDSN employees or DDSN contracted service provider employees who have a valid Username and Password for DDSN's computer application systems. A Username and Password is provided to a prospective user of DDSN applications only after the user is verified as an authorized user of the applications. After a system user is granted security access to an application that requires an electronic signature, the user will be presented with a "jurit" (Latin word for sworn) affirming that the information is true and accurate. The user is required to click a button to indicate his/her acceptance. By clicking

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

DISTRICT II

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

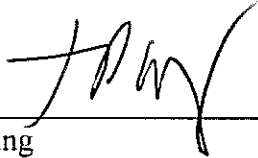
Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

the button, the user certifies that the information is true and accurate and therefore constitutes a valid electronic signature.

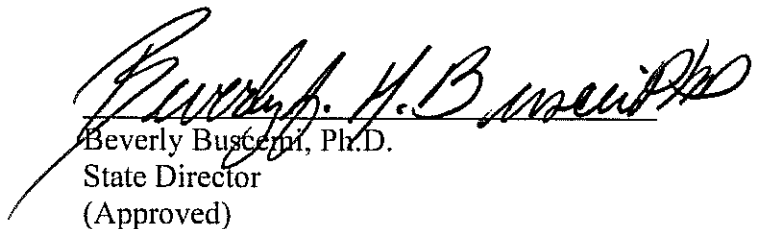
Utilization:

Consistent with the above policy statement and its associated references, electronic records and signatures created by DDSN:

- A. Have legal effect and enforceability;
- B. Satisfy a law requiring a record to be in writing;
- C. Satisfy a law requiring a signature;
- D. Satisfy a law requiring a record to be maintained;
- E. Are subject to all state and federal laws pertaining to the use, dissemination; and protections associated with the type of information contained in the records.



Tom Waring
Associate State Director-Administration
(Originator)



Beverly Buscemi, Ph.D.
State Director
(Approved)



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