



Ohio Administrative Code Rule 3335-22-01 Electronic signatures.

Effective: February 17, 2015

- (A) This rule was adopted as allowed by division (J) of section 1306.20 of the Revised Code.
- (B) This rule applies to electronic signatures involving the Ohio state university, in accordance with division (J) of section 1306.20 of the Revised Code.
- (C) The university policy governing electronic signatures shall remain consistent with electronic signature requirements in the Revised Code.
- (D) The university shall establish a policy governing electronic signatures involving the university.
- (E) Electronic signatures shall only be used as governed by the policy governing electronic signatures involving the university.
- (F) The university shall provide guidance for implementing electronic signatures.
- (G) When implementing electronic signature systems, the university shall consider types of institutional data, as governed by university policy.
- (H) The university recognizes an electronic signature as legally binding to the fullest extent permitted by law.
- (I) An electronic signature may be accepted in all situations if requirement of a signature or approval is stated or implied.
- (J) The university may designate specific university transactions to be executed by electronic signature.
- (K) The university may, at its discretion, elect to opt out of conducting business electronically with



any party or in any transaction, for any reason or no reason.

(1) Employees, including student employees, acting within the scope of their employment may not opt out of conducting a transaction electronically.

(2) Individuals and entities (excluding employees acting within the scope of their employment) may seek to opt out of conducting a transaction electronically by providing written notice of a request to opt out of conducting business with the university electronically.

(L) An electronic signature that does not employ a university-approved authentication method at the time of signature may not be binding on the university.

(M) All security procedures and technologies shall provide authentication, nonrepudiation, and integrity to the extent that is reasonable for each electronic signature, as determined by the university.

(N) When at any time during a transaction the university requires a signature or is conducting a financial transaction, the university shall require a separate and distinct action on the part of the person conducting the transaction for financial transactions and each signature. The separate and distinct action shall be clearly marked as indicating an intent to complete a financial transaction or electronically sign a record. The separate and distinct action may include a series of keystrokes, a click of a mouse, or other similar actions.

(O) Electronic signature documentation shall be maintained in accordance with the university record retention schedule and as specified by the university policy governing electronic signatures.

(P) The university shall identify responsibilities of individuals and units regarding electronic signatures.