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In accordance with Tennessee Code Annotated § 47-10-101, et.seq. – Tennessee Uniform Electronic Transactions Act and TBR Guideline B-095 and other TBR and state guidelines, every TBR institution will have a policy providing guidance on required steps to use electronic signatures so they can be considered as legally binding as a written signature.



2

This policy applies to all ChSCC staff, faculty and all forms of electronic signatures and electronic records used to conduct the official business of ChSCC.

3

An electronic signature must be attributable (or traceable) to a person who has the intent to sign the record with the use of adequate security and authentication measures.

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The Tennessee Board of Regents and its institutions must comply with the Tennessee Uniform Electronic Transactions Act (T.C.A. §47-10-101 et seq.) This Act permits the use of electronic signatures and electronic transactions under certain circumstances.

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In order to be legally enforceable, an electronic signature must meet the following two criteria:

- Must be mutual agreed upon by the parties.
- Must be attributable (or traceable) to a person who has the intent to sign the record of contract.

6

Every organization is responsible for providing Technology Division a list of individuals that have authority to use electronic signatures and what those authorized individuals are approved to use electronic signature for.

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The final approval of any electronic signature method will be made by the Executive Committee or designees.

For full guidance on this and other Technology Division policies please go to the Technology Division web site.