

 <p>Town of Allenstown New Hampshire</p>	FINANCIAL POLICIES & PROCEDURES Town of Allenstown, NH			
	<i>Title</i> DIGITAL SIGNATURE POLICY			
	<i>Policy No</i> #2014-002	<i>Original Adoption Date</i> 00/00/2014	<i>Revision – No. & Date</i>	<i>Page No</i> Page 1 of 3

Section 1.0: Purpose

The purpose of this policy is to establish requirements for the use of electronic signatures. The Town continues to modernize its administrative processes to increase efficiency and accountability. The utilization of electronic signatures is just another part of that ongoing process.

Section 2.0: Organization Affected

All departments and/or functional areas of the Town of Allenstown.

Section 3.0: Definitions

Digital Signature- Representing a written signature found on paper, a digital signature is actually a digitalized code that can be included with a digital message to identify a sender. A digital signature must somehow guarantee that the person sending the digital message is really who he or she claims to be. Used in many electronic business transactions today, digital signatures must be not forgeable. Therefore, a number of encryption techniques are utilized to guarantee a high level of security with digital signatures. In the year 2000 the U.S. Electronic Signature in Global and National Commerce Act (ESIGN) and the Uniform Electronic Transactions Act (UETA) was passed in the United States making it legitimate for legal documents to be signed using digital signatures.

Section 4.0: Policy

4.1 Preferred Signature Format

The preferred signature format for all documents issued or executed by town officials will be the approved digital signature format. Digital signatures provide better protection against forgery. Digital signatures contribute to the town's efforts to eliminate paper files in favor of digital files.

4.2 Utilization of Signature

The digital signature access will only be utilized for town business. Authorized users of the digital signature system shall not provide access to their respective signature password to anyone else. Town Officials are responsible for keeping their password secure. Authorized signers of a document may use saved signatures that have been approved by the Town Administrator. This policy strictly prohibits the use of the signature of the identity of another person.



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Section 5.0: Procedures

Section 6.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.

Section 7.0: Signature

	Position	Signature	Date
<u>Original Policy Prepared By:</u> Shaun Mulholland	Town Administrator		00/00/2014
<u>Original Policy Reviewed & Approved By:</u> Jason Tardiff	Board of Selectman Chairperson		00/00/2014
Jeff Gryval	Board of Selectman		00/00/2014
Kate Walker	Board of Selectman		00/00/2014



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Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				
Amendment				
Amendment				
Amendment				

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