

## Section 1.2.2: Electronic Signatures

### PURPOSE AND POLICY

Arizona Revised Statute (A.R.S.) [§ 44-7041 - 44-7043](#) authorizes state agencies to use electronic records and electronic signatures. Federal law ([15 U.S. Code § 7001-7006](#)) also provides a general rule of validity for electronic signatures with some exceptions.

As authorized under [A.R.S. 44-7042](#), the Arizona Department of Administration (ADOA) developed a statewide [electronic records and digital signature policy](#). This policy includes an approach for adopting electronic signature technology and best practices to ensure electronic signatures applied to official grant documents are legally valid and enforceable. The policy goal is for state budget units to determine and assess the benefits and risks of using electronic signatures, determine whether their use is appropriate for their business needs, and ensure that they can be used within these technology guidelines.

### PROCEDURE

As a representative of a state budget unit, state grant program managers should, to the extent possible, utilize electronic signatures for all grant-related documents, including, but not limited to: grant applications, award letters, grant agreements, and other materials related to the grant. Notwithstanding legal requirements to the contrary, use of e-signatures whenever possible is a best practice.

If an e-signature is required as a condition of receiving a grant, this should be included in the notice of funding availability. The grant program manager must ensure that employees and contractors are appropriately trained and educated on the ADOA electronic records and digital signature policy and shall monitor employee and contractor activities to ensure compliance.