

OUTFITTERS & GUIDES LICENSING BOARD	POLICY NUMBER: 1014	PAGE NUMBER: 1 of 2
	SUBJECT: Electronic Records Act	Drafted: Adopted: 1/17/08 Revised: Reformatted: 10/26/15

1.00.00 POLICY OF THE AGENCY

It is the policy of the Outfitters and Guides Licensing Board that the Agency complies with applicable state statutes regarding the Idaho Electronic Transactions Act. This policy encompasses all uses of electronic signatures and electronic records used to conduct the official business of the Idaho Outfitters and Guides Licensing Board. Such business shall include, but not be limited to, electronic communications, transactions, contracts, and other official purposes.

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3.00.00 REFERENCES

4.00.00 ELECTRONIC SIGNATURE

4.01.00 An electronic signature means an electronic sound, symbol, or process attached to, or logically associated with, a record and executed or adopted by a person with the intent to sign the record.

4.02.00 An electronic signature shall not be accepted by the Board or its staff for an initial outfitter or guide license application. Renewal applications may be submitted by an applicant electronically with an electronic signature. The Board shall not accept any pleadings or other documents in a contested case proceeding governed by the Idaho Administrative Procedures Act to be submitted via electronic mail (email). All such pleadings and documents must be submitted either by facsimile, first class mail, or in person, unless otherwise ordered by the Board or Hearing Officer in a particular proceeding. A request tendered under the Idaho Public Records Act should be submitted in person, through the use of the United States Postal Service, or via facsimile. No request for public records sent via electronic mail (email) shall be accepted or reviewed. Public records requests shall be evaluated in accordance with Board Policy 1005.

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5.00.00 ELECTRONIC TRANSACTIONS

- 5.01.01 Both the Board and the individual wishing to conduct a transaction electronically must agree to receive and send information electronically. Additionally, a party who has agreed to conduct a transaction by electronic means may refuse to conduct other transactions by electronic means.
- 5.01.02 The Board may determine that certain transactions shall not be conducted by electronic means.
- 5.01.03 The Executive Director may require that electronic transmissions be in a specific manner and form, such as to allow authentication of the document.
- 5.01.04 Electronic time stamps can be used. Alternatively, a copy of the email showing the date it was received can be associated with the electronic records.

6.00.00 SAFEGUARDING ELECTRONIC DATA

- 6.01.00 The Executive Director shall meet with the individual responsible for computer management to ensure the Board's system is able to capture or create records in the required form, which includes the required contextual elements and informational content (e.g., authorizations, date stamps, e-signatures). Precautions shall be taken to prevent unauthorized persons from tampering with e-records and corruption of the records (such as passwords or backup discs).
- 6.02.00 Individuals shall submit any electronic records, including but not limited to renewal applications, to the following electronic mail address:_____
- 6.03.00 Each licensee shall be supplied with a password associated with their license number. The license number and password shall be provided by the licensee before the licensee is able to email documents to the Board at the following electronic mail address:_____