**pennsylvania**
OFFICE OF ADMINISTRATION
INFORMATION TECHNOLOGY

# Information Technology Policy
## *Standard for Electronic Postmarks*

| *ITP Number* | | *Effective Date* |
|---|---|---|
| ITP-SEC027 | | March 16, 2007 |
| *Category* | | *Supersedes* |
| Recommended Policy | | |
| *Contact* | | *Scheduled Review* |
| RA-ITCentral@pa.gov | | Annual |

**This Information Technology Policy (ITP)
establishes enterprise-wide standards for
electronic postmarks.**

## 1. Purpose
In December 2006, the General Assembly of Pennsylvania passed and the governor signed into law Act 173 of 2006 (Senate Bill 770) as:

> *An act amending the act of December 16, 1999 (P.L.971, No.69), known as the Electronic Transactions Act, providing for the definition of "United States Postal Service Electronic Postmark," and further providing for acceptance and distribution of electronic records.*

The United States Postal System Electronic Postmark (USPS EPM) is an electronic version of certified mail. USPS EPM is used to "stamp" an e-mail (with optional attachments) and provides tracking and auditing information equal to that of a piece of certified mail.

## 2. Scope
This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor's jurisdiction. Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

## 4. Policy
USPS EPM or other similar services may be acceptable, electronic alternatives to communication via certified mail. Use of such services is subject to review by the agency's internal legal department (in light of agency business processes and contractual requirements) and then by the Office of Administration/Office for Information Technology Enterprise Architecture.

## 5. Authority
- Executive Order 2011-05, Enterprise Information Technology Governance

## 6. Publication Version Control

It is the user's responsibility to ensure they have the latest version of this publication. Questions regarding this publication are to be directed to RA-itcentral@pa.gov.

This chart contains a history of this publication's revisions:

| Version | Date | Purpose of Revision |
|---------|------|---------------------|
| Original | 3/16/2007 | Base Policy |
| | 4/2/2014 | ITP Reformat |