

# Information Technology Policy

## Standard for Electronic Postmarks

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| <b>ITP Number</b><br>ITP-INF014  | <b>Effective Date</b><br>March 16, 2007  |
| <b>Category Information</b>  | <b>Supersedes</b>                        |
| <b>Contact</b><br><a href="mailto:RA-ITCentral@pa.gov">RA-ITCentral@pa.gov</a> | <b>Scheduled Review</b><br>November 2022 |

### 1. Purpose

This Information Technology Policy (ITP) establishes the standard for electronic postmarks.

In November 2006, the General Assembly of Pennsylvania passed, and the governor signed into law Act 173 of 2006, P.L. 1559, No. 173, 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 ITP applies to all offices, departments, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies"). Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

### 3. Policy

USPS EPM or other similar services may be acceptable electronic alternatives to communication via certified mail except USPS EPM shall not be used for service of original process of a summons, complaint, or other papers for the purpose of obtaining jurisdiction over a defendant in a lawsuit.

Use of such services is subject to review by the agency's legal department (in light of agency business processes and contractual requirements) and then by the Office of Administration, Office for Information Technology.

### 4. Related ITPs/Other References

Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>

Commonwealth policies, including Executive Orders, Management Directives, and IT Policies

are published on the Office of Administration’s public portal:  
<http://www.oa.pa.gov/Policies/Pages/default.aspx>

- [ITP-ACC001](#) *Information Technology Digital Accessibility Policy*

## 5. Authority

[Executive Order 2016-06](#), *Enterprise Information Technology Governance*

## 6. Publication Version Control

It is the [Authorized User](#)’s responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal:

<http://www.oa.pa.gov/Policies/Pages/default.aspx>.. Questions regarding this publication are to be directed to [RA- itcentral@pa.gov](mailto:RA-itcentral@pa.gov).

## 7. Exemption from This Policy

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver is to be submitted via the enterprise IT policy waiver process. Refer to [ITP-BUS004 IT Policy Waiver Review Process](#) for guidance.

This chart contains a history of this publication’s revisions. Redline documents detail the revisions and are available to CWOPA users only.

| Version  | Date       | Purpose of Revision   | Redline Link   |
|----------|------------|---|--|
| Original | 3/16/2007  | Base Policy   |  |
| Revision | 4/2/2014   | ITP Reformat  |  |
| Revision | 06/07/2021 | <ul style="list-style-type: none"> <li>• ITP Template</li> <li>• Added Related ITPs/Other References Section</li> <li>• Added Exemption from Policy Section</li> </ul>              | <a href="#">Revised IT Policy Redline &lt;06/07/2021&gt;</a> |
| Revision | 11/29/2021 | <ul style="list-style-type: none"> <li>• Changed ITP Number from SEC027 to INF014</li> <li>• Changed Policy Category from Security to Information</li> <li>• Links added</li> </ul> | <a href="#">Revised IT Policy Redline &lt;11/29/2021&gt;</a> |