CORPORATE PROCEDURE

Procedure title:	**Signing Outgoing Correspondence**
Procedure number:	**1.1.59**
Objective:	**To standardise the process for signing outgoing correspondence across council**
Link to community vision/service:	**Financial Sustainability Policy**
Program Manager:	**Garth Hayhurst**
Procedure created: 22 August 2016	**Approval dates: 22 August 2016, 14 May 2018**
Last reviewed by staff: 10 May 2018	**TRIM Ref: PD17/1**

Format
All official outgoing correspondence that requires a signature must be a PDF document that is digitally signed with a valid signature and saved into TRIM.

Delegated Signers Register
A register of delegated signers will be approved by ExCom initially. It will subsequently be updated by Executive Directors on the recommendation of Program Managers without referring it back to ExCom.

Documents that require a signature
Not all official outgoing correspondence requires a signature. If the correspondence is for information only it does not need to be signed.

Approvals, orders and certificates issued under the *Local Government Act 1993* do require a signature.

Contracts and other legal documents require a signature.

Notices, reports and plans may require a signature.

Business Rules for Identifying Correctly Approved and Digitally Signed Documents in TRIM

We should expect to see outgoing correspondence that requires a signature to have been saved into TRIM as a Correspondence Out (CO) record type.
- It should be in PDF electronic file format.
- it should have been finalised
- it should have a note when and how it was sent (i.e. posted or emailed)
- when it is opened, the document should contain a graphic digital signature that can be validated by right-clicking.

Outgoing correspondence will generally have been signed using either the CoSign or Secured Signing products.

Internal documents that have been digitally signed also may have used an Adobe Acrobat digital signature (e.g. Leave Applications) or a TRIM digital signature (e.g. Development Assessment Reports).

Documents signed in Acrobat will contain a signature in the document that can be validated by right-clicking; but it will not be a graphic signature that resembles a wet signature.

Documents signed using the TRIM digital signature will not contain a signature in the document that can be validated. The signature is a metadata one that only can be validated in TRIM. The TRIM document will be automatically finalised.