621—16.2(20) Definitions.

"Agency record" means for all cases the electronic files maintained in EDMS, filings the agency maintains in paper form when permitted by these rules, and exhibits and other materials filed with or delivered to and maintained by the agency.

"Confidential" means agency files, documents, or information excluded from public access by federal or state law or administrative rule, court rule, court order, or case law.

"EDMS" means the electronic document management system, the agency's electronic filing and case management system, generally used for the collection and storage of documents related to cases likely to proceed to hearing or contested cases.

"Electronic filing" means the electronic transmission of a document to the electronic document management system together with the production and transmission of a notice of electronic filing.

"Electronic record" means a record, file, or document created, generated, sent, communicated, received, or stored by electronic means.

"Electronic service" means the electronic transmission of a link where the registered users who are entitled to receive notice of the filing may view and download filed documents.

"Nonelectronic filing" means a process by which a paper document or other nonelectronic item is filed with the agency.

"Notice of electronic filing" means a document generated by the electronic document management system when a document is electronically filed.

"PDF" means an electronic document filed in a portable document format which is readable by the free Adobe® Acrobat® Reader.

"Protected information" means personal information, the nature of which warrants protection from unlimited public access, including:

1. Social security numbers.
2. Financial account numbers.
3. Dates of birth.
4. Names of minor children.
5. Individual taxpayer identification numbers.
6. Personal identification numbers.
7. Other unique identifying numbers.
8. Confidential information.

"Public" refers to agency files, documents, or information that is not confidential or protected.

"Public access terminal" means a computer located at the agency's office where the public may view, print, and electronically file documents.

"Registered user" means an individual who has registered for an e-filing account through the agency's EDMS. A registered user can electronically file documents and electronically view and download files through the use of a username and password. In cases in which the registered user has entered an appearance or filed an answer, the registered user will electronically serve and receive notice of electronic filing in cases in which the registered user has appeared.

"Remote access" means a registered user's ability to electronically search, view, copy, or download electronic documents in an electronic record without the need to physically visit the agency's office.

"Signature" means the following:

1. For a registered user electronically filing a document in EDMS, "signature" means the registered user's username and password accompanied by one of the following:

● *"Digitized signature"* means an embeddable image of a person's handwritten signature;

● *"Electronic signature"* means an electronic symbol ("/s/" or "/registered user's name/") executed or adopted by a person with the intent to sign; or

● *"Nonelectronic signature"* means a handwritten signature applied to an original document that is then scanned and electronically filed.

2. For a party signing a document that another registered user will electronically file, "signature" means the signatory's name affixed to the document as a digitized or nonelectronic signature.

"SuPERB" means a web interface database used by the board for the secure upload of various documents generally related to elections, the internal conduct of employee organizations, contracts, and the dissemination of notices related to elections.
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