

481—16.2(10A) Definitions.

“*AEDMS*” means the administrative electronic document management system, the division’s electronic filing and case management system.

“*Agency record*” means for all cases the electronic files maintained in AEDMS, filings the division maintains in paper form, and exhibits and other materials filed with or delivered in relation to a contested case hearing.

“*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.

“*Division*” means the division of administrative hearings in the department of inspections and appeals.

“*Electronic filing*” means the receipt of a document submitted to AEDMS for filing, as confirmed by the transmission of the 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 AEDMS electronic transmission of a link where registered users of AEDMS who are entitled to receive notice of the filing may view and download filed documents.

“*File stamp*” means the date and time that is affixed at the top of the first page of a document when it is filed in AEDMS.

“*Nonelectronic filing*” means a process by which a paper document or other nonelectronic item is filed with the division.

“*Notice of electronic filing*” means a document generated by AEDMS 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 but not limited to:

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.

“*Registered user*” means an individual who has registered for an electronic filing account through AEDMS. A registered user can electronically file documents and electronically view and download files through the use of a username and password.

“*Signature*” means the following:

1. For a registered user electronically filing a document in AEDMS, “signature” means the registered user’s username and password accompanied by one of the following approved signature representations:

- “Digitized signature” means an electronically 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 the document; 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.

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