

**FAP 120-22-00**  
**ELECTRONIC RECORDS AND SIGNATURES**

“Electronic signature” and “record” are defined at KRS 369.102.

An agency head shall either serve as, or appoint an employee of the agency to serve as, the security officer with responsibilities including, but not limited to, designating authorized electronic signatures to the Finance and Administration Cabinet, as prescribed by the Division of Statewide Accounting Services. The security officer shall be responsible for the control and continued maintenance of the assigned signature authority.

An agency shall maintain source documentation to support electronic signatures and records in compliance with FAP 120-21-00.