Electronic records

An electronic record is information recorded by a computer that is produced or received after completion of individual activity.

Means of keeping electronic records

e-mail messages,
word- processed documents,
electronic spreadsheets,
digital images and databases.

benefits of electronic records

Provide accurate, up-to-date, and complete information

Enable quick access to records for more coordinated, efficient action.

Securely sharing electronic information .

characteristics of electronic records

Authentic

Reliable

unaltered

Threats of electronic records

threat of human tampering,

lack of accessibility

technology becoming outdated quickly

to secure electronic records

Protect your records form unauthorized access

Make sure to back up your documents to prevent loss of data.

Make sure that the hardware and software that you are using to create and storeyour records are frequently upgraded

Electronic signatures

An electronic signature(e-signature) refers to data in electronic form, which is logically associated with other data in electronic form and which is used by the signatory to sign

Types of Electronic signature

an electronic signature is defined as "an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." In simple terms, electronic signatures are legally recognized as a viable .

Legal value

This type of signature provides the same legal standing as a handwritten signature as long as it adheres to the requirements of the specific regulation under which it was created

digital signatures

A digital signature is a mathematical scheme for verifying the authenticity of digital messages or documents. A valid digital signature and accurate identification method for the signatory

Biometric signatures

or biologically identifying qualities of an individual. Such signatures use the approach of attaching some biometric measurement like fingerprints, hand geometry (finger lengths and palm size), iris patterns, or even retinal patterns.

Scanned signatures

signature on a piece of paper is scanned into an electronic device, the scanned version is considered to be an electronic signature.