

## **Phase II Planning Meeting – January 28, 2004**

Attendees: Beth McInerny, John Engerholm, Gail Miller, Jeanine Barker, Larry Jacobs, Luci Botzek, Jim Holan, Marie Kunze, Jeffrey Strand, Scott Loomer, Bob Horton, Denny Kron, Mike Cunniff, Jeff Carlson, Bill Mori, Tom Clark, via phone – Rick Kvien, Tara Bach, Marlene Martinez

### **Certificate Authority (CA) Needs**

At the last meeting the committee discussed the level of misunderstanding around digital signatures and signature authorities. There was confusion around issues such as what the responsibility level for a county when receiving a document with a digital signature when they do not subscribe to that CA. Bill Mori invited a representative from Digital Signature Trust (DST) to call into this meeting.

Marlene clarified the following points.

- When receiving documents from multiple SA's, a county can open and read and obtain validation information regarding that document at no cost.
- When a digitally signed document is received, the signer's digital certificate is obtained from the CA's on-line repository. The certificate is authenticated to ensure it is still valid. The signer's public key is retrieved from the digital certificate and used to decrypt the signer's digital signature.
- When sending documents in batch / bundle, the digital signature of the final "wrapped" document package is verified. This check verifies that what is sent is accurate and true and has not been changed since sending. If that same level of security is needed on each document they should not be sent in batch but should be sent individually.
- Purchase of a digital certificate is only necessary if sending documents outside of the company or county's firewall that needs to be secured and wrapped.

If you have additional questions Marlene's email address is:

[Marlene.Martinez@trustdst.com](mailto:Marlene.Martinez@trustdst.com)

Transmission Letter – This letter will be sent with document bundles to the county. Information should indicate what is contained in the bundle and how to deal with this bundle. Transmittal information should include:

- Indication whether documents in bundle are related.

- Priority of documents to be filed

Rejection Practices: If documents in a bundle are related and if any single document fails in the schema validation all documents in the bundle go to an exception Q and the County can determine next steps.

If the documents in the bundle are NOT related then any documents rejected are to be sent back individually.

Jeff Carlson offered to obtain examples of such letters. John Engerholm will work to obtain a copy of a MISMO letter used with bundles.

### **Next Meeting**

The next meeting of this committee will be Monday, February 23, 2004. The meeting will take place at the MCIT building at 10:00am.