



## **E-SIGNATURE POLICY**

**Adopted 11/10/2020**

### **Purpose**

To establish an electronic signature policy for Jefferson County Library District (“District”), developed to:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of District’s use of the current electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record. These policies will apply to any future replacement of the DocuSign platform.

Reducing the District’s reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Streamlining the processes described herein that require wet signature and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

### **Definitions**

**Designee:** A District employee who has been designated by the Director or Board of Trustees to sign District records on their behalf using an electronic signature

**Electronic Signature:** An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

**Record:** Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

**Wet Signature:** a signature created when a person physically marks a document with the intent to sign the record.

## **Policy**

The District encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.

Pursuant to Resolution 20-07, the District authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

JCL Trustees, Director, and their designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to JCL records, including but not limited to Minutes of Board of Trustee Meetings, Resolutions adopted by the Board of Trustees, Claim Vouchers, other HR Forms and Documents, and any and all contracts and agreements to which the District is a party.

Electronic signatures may be used on District records requiring execution by a third party.

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of Trustees, Director, or their designees shall use their own electronic signature.

An electronic signature is an acceptable substitute for a wet signature on records whenever the use of a wet signature is authorized or required, except as provided herein.

If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

STATUTORY REFERENCE: Ch. 57, Laws of 2020 - Uniform Electronic Transaction Act (UETA)