



Policies and Procedures
Policy 0030

ELECTRONIC SIGNATURE POLICY

Table with 2 columns and 2 rows: Date of Origin, Approved By, Date(s) of Revision, Date(s) of Review.

Purpose:

- 1. Establish guidelines for the use of electronic signatures for certain transactions;
2. Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when signed with electronic signatures;
3. Determine the scope of use of an electronic signature provider as a method for affixing an electronic signature to an electronic record;
4. Reduce reliance on paper-based transactions which will:
a. Promote efficiency and conserve public resources;
b. Improve information security and sharing;
c. Allow faster approval of, and access to documents; and
d. Reduce environmental impacts.
e. Remove barriers, consistent with statutory intent that might prevent the use of electronic transactions by governmental entities.

Definitions:

- 1. Designee: A Libraries of Stevens County employee designated to sign library records on another's behalf using an electronic signature.
2. Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record, and executed or adopted by a designee with the intent to sign the record.
3. Record: Information inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.
4. Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

Policy:

- 1. The Stevens County Rural Library 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.
2. The selection of an electronic signature platform to affix electronic signatures to records shall be approved by Board of Trustees. In the event that an approved electronic signature platform is unavailable, other forms of electronic signatures are acceptable, provided that the electronic signatures comply with applicable statutes as appropriate, including, but not limited to the Electronic Signatures in Global and National Commerce Act, and the Washington Uniform Electronic Transactions Act effective June 11, 2020.
3. The electronic signature platform is authorized to affix electronic signatures to the following records:
a. Resolutions Adopted by the Board of Trustees;
b. Claim Vouchers Approved by the Board of Trustees;

- c. Invoices approved for payment;
 - d. HR forms and documents; and
 - e. All contracts and agreements to which the library is a party.
4. Electronic signatures may be used on library records requiring execution by a third party.
 5. No one may sign a specific document without authorization by the individual for whom the designee is signing. A person is authorized to sign as a designee through one of the following:
 - a. Policy;
 - b. A Board written resolution; or
 - c. A valid delegation (or sub-delegation) of authority in accordance with this policy.
 6. Upon use of an electronic signature the individual will be notified by the designee, with written notification, that the signature was used.
 7. An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or required, except as provided herein. Generally, a contract may not be denied legal effect or enforceability solely because it is in electronic form, and if the law requires that a record be in writing, an electronic record satisfies that law. If the law requires that a document be signed, an electronic signature satisfies the law.
 8. 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](#).
 9. This policy in no way affects the library's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition of wet signatures.
 10. Effective June 11, 2020, in the event that the law requires that a document be notarized, acknowledged, verified, or made under oath, this requirement is satisfied if the electronic signature is of the person authorized to notarize, acknowledge, verify, or administer the oath, and any other information required by other applicable law is attached or logically associated with the signature or record.
 11. This policy is intended to be in compliance with the [Electronic Signatures in Global and National Commerce Act](#) and [Washington's Uniform Electronic Transactions Act](#) effective June 11, 2020.