



# ADMINISTRATIVE POLICIES

<b>SECTION:</b> 600 – Information Technology	<b>POLICY#:</b> 603
<b>TITLE:</b> Electronic Signature Policy	<b>R &amp; O #:</b> 19-08
	<b>IMPLEMENTED BY PROCEDURE #:</b>
<b>SPONSORING DEPT/DIV:</b> Support Services, Information Technology	
<b>ADOPTED:</b> 02/05/2019	<b>REVIEWED:</b>

**PURPOSE:** The purpose of this policy is to address County employee responsibilities regarding use of Electronic Signatures and to describe when and in what form an Electronic Signature will be accepted by Washington County and is legally binding on the County.

**AUTHORITY:** This policy implements the U.S. Electronic Signatures in Global and National Commerce Act of 2000 (ESIGN) and the Uniform Electronic Transactions Act (UETA) (ORS 84.001 through 84.063).

## DEFINITIONS:

**Electronic Signature (e-signature):** the electronic process that ensures acceptance of an agreement or record.

**Digital Signature:** the digital signature is a secure wrapper applied to the document, including its electronic signatures and content, which ensures the signed document has not been modified since the time of signing.

**Trusted Service Provider (TSP):** a person or legal entity providing and preserving digital certificates to create and validate electronic signatures and to authenticate their signatories as well as websites in general.

**GENERAL POLICY:** County employees shall only utilize a Trusted Service Provider (TSP) approved by Support Services, Information Technology Services Division (ITS) in creating or executing documents via any Electronic Signature process. Any TSP utilized by a County employee

that is not approved by ITS will not be accepted by Washington County and is not legally binding on the County.

Any Electronic Signature process use by a County employee must comply with ESIGN and UETA (ORS 84.001 through 84.063). Proof of Signing must be maintained in this process, verified through audit trail. A Digital Signature is required to be applied after the Electronic Signature is provided.

**POLICY GUIDELINES:**

1. Responsibilities:

1.1 Support Services/Information Technology Services is responsible for developing procedures to implement this policy and for monitoring compliance, including, but not limited to:

1.1.1 Periodically reviewing the state of e-signature technologies; and

1.1.2 Establishing and evaluating modifications to the technology in order to maintain compliance with modifications to Oregon Revised Statutes and US ESIGN.

2. Exceptions:

Exceptions may only be granted by the Washington County Board of Commissioners unless such authority has been delegated to the County Administrator.

3. Implementation:

Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments. Observance of this policy is mandatory for all County employees and violation may result in disciplinary action (up to and including termination).

4. Periodic Review:

This policy shall be reviewed by Support Services, Information Technology Services Division at least every three years, or more often if needed, and updated as necessary.