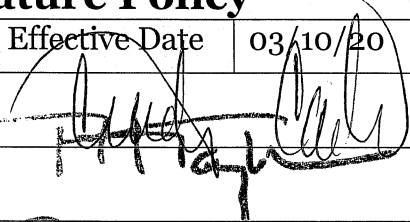



Grant County Personnel Policy

1505 – Electronic Signature Policy					
Issue Date	04/14/20	Effective Date	03/10/20	Revision Date	04/14/20
Chair	Cindy Carter				
Vice Chair	Tom Taylor				
Commissioner	Richard Stevens				

1505 - Electronic Signature Policy

1505.01 Purpose.

This policy is intended to promote efficiency, save resources and provide parameters on the use of e-signatures in Grant County transactions under the authority of RCW 19.360.020; RCW 19.360.030.

1505.02 Policy statement.

This policy codifies how the County will designate transactions for which e-signatures will be required and recognized by the County. This policy also requires the County establish security procedures regarding the use of e-signatures and does not replace any County Policies.

This policy will allow employees to submit payroll, accounts payable and personal related forms that require a signature and can be submitted electronically.

1505.03 Definitions

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

2. **Electronically signed record:** A record that is created and signed by electronic methods.

3. **Authentication:** The assurance that the electronic signature is that of a person purporting to sign the record or conduct the electronic transaction.

Grant County Personnel Policy

4. **Desired Signature Transaction:** A transaction for which there is no legal requirement of a valid written or electronic signature but for which a valid written or electronic signature may be desirable in order to bind a party or emphasize the significance of a transaction. Examples include but are not limited to internal memos or letters from one office to another.
5. **Required Signature Transaction:** A transaction governed by law or regulation that requires the presence of a valid written or electronic signature before it is considered legally effective. Examples include but are not limited to contracts, letters of offer, and federal documents.

1505.04

Grant County Elected Officials and assigned Department Heads May Use and Accept Electronic Signatures. Unless otherwise specified by law or agency rule, the County recognizes that an electronic signature has the same force and effect as that of a signature affixed by hand.

1505.05

The Grant County Administrative Services Coordinator, Deputy Prosecuting Attorney and Human Resource Director will establish a “Standards for Electronic Signature Methods and Software” to be approved by the Grant County Board of Commissioners for legal documents.

1505.06

Signers of County-Oriented Transactions Determine Whether a Signature Is Desired or Required

- i) **Desired Signature Transactions:** Electronic signatures can be used when a signature is not required by law or regulation but is desired to emphasize its importance and there is an intent to give the same force and effect as the use of a signature affixed by hand. In these cases, there is no legal requirement for authentication, and the signature method does not require approval by the Grant County Board of County Commissioners or its designee.
- ii) **Required Signature Transactions:** Electronic signatures can be used when law or regulation requires a signature. In these cases, the signature method must be approved by the Grant County Board of County Commissioners or its designee who determines whether the resulting signatures have all of the necessary components to make them legally enforceable. Any approved system must produce or ensure:

Grant County Personnel Policy

1. An electronic form of signature,
2. Proof of intent to sign,
3. Association of signature to record,
4. Identification and authentication of the signer, and
5. Integrity of the signed record

1505.07

Departments Shall Retain All Electronically Signed Records. Retention requirements are based on the function and content of the records rather than on format. Employees with signature authorities and departments shall retain all electronically signed records for the same period as paper records as specified in the retention scheduled approved by the local records committee under RCW 40.14. Electronically signed legal documents must remain in their original form, searchable and retrievable for the length of the designated retention period RCW 40.14.020(6) and WAC 434-662-040.

1505.08

Falsification of Electronically Signed Records and Electronic Signatures Is Prohibited. It is a violation of this policy for an individual to sign a County transaction as if they were another individual or to sign on behalf of another individual, unless such specific authority has been granted by that individual.

