

**BOARD OF COUNTY COMMISSIONERS  
KITITAS COUNTY  
STATE OF WASHINGTON**

**RESOLUTION**

**NO. 2010-093**

**TO AUTHORIZE THE USE OF DIGITAL SIGNATURES**

**WHEREAS:** Chapter 19.34 RCW, the Washington electronic authentication act, states in RCW 19.34.010(4) that electronic signatures may be used for "official public business to provide reasonable assurance of the integrity, authenticity, and nonrepudiation of an electronic communication;" and

**WHEREAS:** Pursuant to Chapter 19.34 RCW, the Washington Secretary of State may license certification authorities, who meet requirements specified in RCW 19.34.100, to act on behalf of Washington State to issue digital signature certificates; and

**WHEREAS:** Chapter 19.34 RCW sets forth requirements for the certification authority regarding digital certificate suspension, revocation, and expiration; and

**WHEREAS:** A subscriber, as defined in RCW 19.34.020(38), is a person who is the subject listed in a certificate, has applied for or accepts the certificate, and is holding the private key that corresponds to a public key listed in that certificate; and

**WHEREAS:** Digital signatures may only be issued by a certification authority after sufficient proof of a subscriber's identification is provided as per RCW 19.34.210; and

**WHEREAS:** A digital signature under the Washington electronic authentication act is as legal as a written signature if the digital signature meets the requirements listed in RCW 19.34.300; and

**WHEREAS:** As per RCW 19.34.240, the private key, used to create a digital signature, is the personal property of the subscriber and is exempt from public inspection and copying under Chapter 42.56 RCW; and

**WHEREAS:** A digital message is as valid, enforceable and effective as if it had been written on paper if it satisfies the requirements in RCW 19.34.320; and

**WHEREAS:** As per RCW 19.34.330, a digitally signed document is an original of the document.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Commissioners, after due deliberation and in the best interest of the public, does hereby authorize County


employees who are designated by a Department Head or Elected Official to digitally sign County documents if such an option is available, providing:

1. The digital certificate is obtained from a certification authority licensed by the Washington Secretary of State; and
2. The digital certificate is not expired when the signing of County documents takes place; and
3. The employee does not provide information to the certification authority they know to be untrue; and
4. The employee is authorized to sign County documents; and
5. The employee has not disclosed their private key password to any other individual; and
6. The appearance of the digital signature contains all of the following:
  - a. A hand written representation of the employee's signature
  - b. The text "For information on Kittitas County digital signatures, visit <http://www.co.kittitas.wa.us/about/signatures/>"
  - c. The type employee's name
  - d. The reason the document is being signed
  - e. The date and time of the signature

ADOPTED this 7<sup>th</sup> day of Sept. 2010.

**BOARD OF COUNTY COMMISSIONERS  
KITITAS COUNTY, WASHINGTON**

  
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Commissioner, Chairman


  
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Commissioner, Vice-Chairman

  
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Commissioner



  
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Julie A. Kjorsvik

APPROVE AS TO FORM ONLY:

 9/1/10  
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Stephanie Happold  
Civil DPA, Kittitas County  
WSBA #: 38112