

Records Management
Electronic Signatures
Effective Date: June 2020

1. PURPOSE

The purpose of this policy is to establish an electronic signature rule for King County Fire District 45. The policy will promote efficiency in order to conserve public resources; establish guidelines for the use of electronic signatures for certain District transactions; and provide reasonable assurance of the integrity, authenticity.

Streamlining the processes described herein that require wet signatures 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.

2. POLICY

Consistent with Resolution #479, Continuity of Government, King County Fire District 45 shall allow and recognize electronic signatures under the following conditions:

- 2.1. The Board of Commissioners, Fire Chief, Finance/HR Administrator and District Secretary are authorized to affix electronic signatures to District records as provided in this policy.
- 2.2. 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.
- 2.3. Pursuant to King County Fire District 45 Board of Commissioners Resolution 481, the District authorizes electronic signatures to be affixed to District records.
- 2.4. Electronic signatures may be used on District records requiring execution by a third party.
- 2.5. This policy may be modified, rescinded, or replaced at any time by the Board of Commissioners. Electronic signatures cannot be applied using another employee's name.
- 2.6. Records signed on behalf of the Board of Commissioners, Fire Chief,

Finance/HR Administrator or District Secretary shall use their own electronic signature.

- 2.7. 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.
- 2.8. 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.
- 2.9. 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.
- 2.10. Electronic signatures are limited to warrants, resolutions, contracts or any document approved by the Board of Commissioners stating such a signature is allowed.

3. DEFINITIONS

- 3.1. Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.
- 3.2. 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, except as otherwise defined for the purpose of local agency record retention, preservation, or disclosure.
- 3.3. Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

4. PROCEDURE

- 4.1. The Board of Commissioners shall, during an open public meeting, voice their approval of documents and shall state for the record that their electronic signature is allowed and specify which documents are approved for such an action. The District Secretary shall record verbal approval of documents and the Board's consent to use electronic signatures.

4.2. A Use of Electronic Signatures form (Appendix A), recording the date of approval, type of document, date range (if applicable) and form of electronic signature shall be complete and attached to the documents.

5. REFERENCES

King County Fire District 45 Resolution #479 Continuity of Government

King County Fire District 45 Resolution #482 Electronic Signatures

Revised Code of Washington (RCW) 19.360 (Electronic Signatures and Records)

Uniform Electronic Transactions Act (UETA)

Appendix A**Use of Electronic Signatures**

As required by the Uniform Electronic Transactions Act (UETA), this document certifies that the use of electronic signatures has been approved and shall be attached to said documents.

Date of Approval _____

Type of Document _____

Date Range of Documents (if applicable) _____

Type of Electronic Signature Used _____

Jerry Smith ☐

Harry Oestreich ☐

Mike Beard ☐

David Burke ☐

Kelly Gattone ☐

Verification and Acknowledgement of Electronic Signature Usage

District Secretary