

## ELECTRONIC AND DIGITAL SIGNATURE POLICY

### POLICY STATEMENT

Kitsap Regional Library (KRL) recognizes electronic signatures as legally binding and equivalent in force and effect to a handwritten or wet signature. The use of electronic and digital signatures allows KRL to be more efficient in conserving public resources. This policy establishes guidelines for the use of e-signatures for certain transactions.

KRL is committed to providing reasonable assurance of the integrity, authenticity and nonrepudiation of electronic documents when electronic signatures are used to conduct business and other transactions.

### 1. Applications

The following statements apply:

- A digital, electronic, or facsimile signature is an authorized substitute for a handwritten signature unless required by law to be signed in non-electronic media.
- Anyone applying an electronic signature shall use their own name.
- Authorized signers may use, create, or accept records with electronic signatures.
- If an authorized signer is permitted to appoint and has appointed a designee to sign documents on their behalf, the designee may sign. The designee must use their own electronic signature.
- This policy does not preclude the use of handwritten signatures.
- If notarization is required for a document, the electronic signature of an electronic records notary public satisfies that requirement.

Electronic signatures may be affixed to digital records including, but not limited to:

- Resolutions adopted by the Board of Trustees
- Minutes of Board of Trustee meetings
- Claim vouchers approved by the Executive Director or Trustees
- Invoices approved for payment
- Human Resource forms and documents
- Contracts, agreements, and other forms to which the Library is a party

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- Property transactions

The Library Director is responsible for the administration of this policy and will establish administrative policies or processes necessary to implement the use of electronic signatures consistent with this policy and in compliance with provisions of the Washington Uniform Electronic Transactions Act and the Electronic Signatures in Global and National Commerce Act.

### 2. Definitions

- **Signature:** A symbol or other writing provided by a person that is authorized to sign a document on behalf of the Library.
- **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.
- **Digital Signature:** One type of electronic signature that contains a digital certificate, issued by a licensed certification authority behind the signature or offers authentication when sending a signed electronic document.
- **Handwritten or Wet Signature:** A signature created when a person physically marks a document with the intent to sign the record.
- **Facsimile Signature:** A reproduction of a handwritten signature that has been saved electronically or by engraving, imprinting, or stamping.
- **Authorized Signer:** A person who is authorized by the Library to sign documents on behalf of the Library.
- **Digital 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 state or local agency record retention, preservation, or disclosure.