ADMINISTRATIVE POLICY

SECTION 600 - Information Technology Services	**POLICY** 603
TITLE Electronic Signature Policy	**IMPLEMENTED BY PROCEDURE** 603-A
SPONSORING DEPARTMENT Information Technology Services (ITS)	**R&O** 19-08
ADOPTED 02/05/2019	**LAST REVIEWED** 10/01/2026

PURPOSE

The purpose of this policy is to address County workforce members' responsibilities regarding the 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 will be administered by the County Administrator's Office in accordance with the authority delegated to the County Administrator in Washington County Code Section 2.04.100.

APPLICABILITY

This policy and the implementation procedures apply to all elected public officials, employees, volunteers, interns, and contractors of the County (referred to collectively herein as 'Workforce Members').

DEFINITIONS

1. **Electronic Signature (e-signature):** An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record (ORS 84.004(8)).

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

3. **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 workforce members must only utilize a Trusted Service Provider (TSP) approved by ITS to create or execute documents using any Electronic Signature process. Any TSP utilized by a workforce member which is not approved by ITS, will not be accepted by Washington County and will not be considered legally binding on the County.

Any Electronic Signature process a workforce member uses must comply with the U.S. Electronic Signatures in Global and National Commerce Act (ESIGN) and Uniform Electronic Transactions Act (UETA) as codified in 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 ITS 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;
     - 1.1.2 Establishing and evaluating modifications to the technology to maintain compliance with updates to the Oregon Revised Statutes and the US ESIGN.

EXCEPTIONS:

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

IMPLEMENTATION

Elected officials and department directors are responsible for implementing this policy within their departments. All County employees must adhere to this policy. Noncompliance may result in disciplinary action, up to and including termination.

PERIODIC REVIEW The policy and associated guidelines will be reviewed at least every 3 years by Information Technology Services (ITS) to ensure accuracy, relevance, and compliance with County, state, and federal requirements.