



Electronic Signatures Policy

PURPOSE

This policy establishes for the Fort Vancouver Regional Library District (FVRL) an electronic signature policy to promote efficiency in order to conserve public resources. FVRL will establish guidelines for the use of electronic signatures for certain FVRL transactions. Those guidelines will provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used, and determine the scope of the FVRL's use of electronic signature technologies.

Reducing the FVRL's reliance on paper-based transactions will improve information security and sharing, allow for faster approvals, reduce costs and environmental impact. This policy is intended to streamline the processes that require wet signatures and replace them with electronic signature when practicable, and does not replace FVRL's ability to use wet signatures as needed or desired.

POLICY

FVRL recognizes that electronic signatures are as legally binding and equivalent in force and effect as a wet signature pursuant to FVRL Board of Trustees Resolution 2020-03, and consistent with Washington State RCW 19.360 Electronic Signatures and Records.

FVRL authorizes the use of an electronic signature platform or software to affix electronic signatures to FVRL records, including any future upgrades or changes as needed. Any electronic signature software selected must require unique logins and passwords for verification and authentication purposes.

FVRL's Executive Director, Division Directors and Trustees are authorized to use an electronic signature platform to affix electronic signatures to the following records: Minutes of FVRL Board of Trustee Meetings, Resolutions and Ordinances Adopted by the Board, Claim Vouchers Approved by the Executive Director or the Board Chair, and any and all contracts and agreements to which FVRL is a party.

FVRL's Executive Director and Division Directors may appoint a designee to sign documents on their behalf and shall require that the designee uses their own electronic signature. Adequate documentation must be maintained to verify the assignment of a designee and the limits of their authority.

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.

DEFINITIONS

Designee

A FVRL employee who has been designated by the Executive Director or a Division Director to sign agreements on their behalf using an electronic signature. A list of designees will be kept on file by the Finance Director.

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.

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.

Wet signature

A signature created when a person physically marks a document with the intent to sign the record.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public at each branch and via the Library's web site.

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

RESOURCES

Relevant policies

- Fiscal Management Policy
- Asset Management Policy
- Purchasing and Procurement Policy.

Applicable laws or references

- RCW 19.360 Electronic Signatures and Records

POLICY HISTORY

Approved by the FVRL Board of Trustees: August 17, 2020