


Information Technology 002

E-Signature

POLICY NUMBER:	IT 002
REFERENCE:	FEDERAL LAW: 15 U.S.C. SEC. 7001 ET SEQ. - FEDERAL ELECTRONIC SIGNATURES IN GLOBAL AND NATIONAL COMMERCE ACT STATE LAWS: CHAPTER 19.360 RCW ELECTRONIC SIGNATURES AND RECORDS CHAPTER 19.34 RCW WASHINGTON ELECTRONIC AUTHENTICATION ACT EXECUTIVE ORDERS OR POLICIES ELECTRONIC SIGNATURE GUIDELINES, V 1.0, APRIL2016 (WASHINGTON STATE OFFICE OF CHIEF INFORMATION OFFICER (OCIO)
EFFECTIVE DATE:	DECEMBER 30, 2019
SUPERSEDES:	NEW
APPROVED:	

POLICY STATEMENT

To the fullest extent allowed by law, The Recreation and Conservation Office (RCO) encourages electronic transactions and recognizes electronic records and signatures. Implementation of this policy aligns with other agency policies in moving toward both a modern and mobile work force and a paperless office.

The use and acceptance of e-signatures and electronic submissions or records must be consistent with this policy and guidance and requirements put in place by Washington State's Office of the Chief Information Officer (OCIO).

Specific methods shall be approved in advance by the RCO Deputy Director in close consultation with the agency's Chief Information Officer (CIO).

The approval of these methods shall be coordinated through the agency's CIO. The CIO will determine a suitable review and approval process to be used when determining which method(s) are suitable for a particular category of record or transaction. Where appropriate, a team approach shall be used. Approved methods of electronic signature and submittal shall be listed as an addendum to the Electronic Signature Methods Procedure.

Information Technology 002

DISCUSSION

The purpose of this policy and its procedures is to (1) provide reasonable assurance for the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures and submissions are used and accepted; and (2) promote the use of electronic signatures and submissions across the Recreation and Conservation Office.

Unless otherwise provided by law or agency rule, electronic signatures have the same force and effect as that of a handwritten signature. However, all methods and process for using or accepting electronic submissions must adhere to the following:

1. State agencies are required to put in place, by policy or rule, the methods and process for using or accepting electronic submissions or electronic signatures; and
2. Electronic records and signatures must be consistent with policy, standards, and guidelines provided by Washington State's Office of the Chief Information Officer (OCIO).

RCO intends to use electronic signatures and submission whenever possible provided the associated risks are minimal, deemed reasonable or may be mitigated. This policy is designed to integrate electronic signature and submissions into RCO business and provide the framework and procedures for implementing these tools across the agency. Electronic signatures can increase cost savings, speed of transactions, and client satisfaction. Additionally, modernizing the signature process will contribute to lowering the agency's carbon footprint through a decrease in paper consumption, printing, storage and transportation effects associated with a paper driven transaction process.

The agency should consult with its assigned AAG if questions develop related to the recommended electronic signature solution's compliance with applicable laws or in the event other specific contractual questions arise.

DEFINITIONS

Assistant Attorney General (AAG)-Assistant Attorney General, legal counsel for the Recreation and Conservation Office.

Chief Financial Officer (CFO)-The head of RCO's Financial Resources Section or designee.

Chief Information Officer (CIO)-The head of RCO's Information Technology Services Section

Electronic-Relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

Information Technology 002

Electronic signature or e-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.

Electronic Signature Group (ESG)-A group of RCO employees led by the Grant Services Section Manager and/or CIO to review electronic signature solutions.

E-signature workflow solution-Electronic process for internally and externally routing documents. Turning a manual, paper driven process into an electronic one.

Office of the Chief Information Officer (OCIO)-The office within the Washington State Consolidated Technology Services Agency (WATech) that establishes standards and policies for the consistent and efficient operation of information technology services throughout state government, including the policies, standards, and guidance for the use of electronic signatures under [Chapter 19.360 RCW](#).

PRISM-PRoject Information **SYS**teM. The RCO grant management database.

Record- Recorded information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. 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 RCO record retention, preservation, or disclosure.

Records Officer-Person designated by the RCO director to implement the agency's records retention in accordance with applicable laws and rules per [RCW 40.14.040](#). The agency may have one employee serve as both the Records Officer and the Public Disclosure Officer.

Workflow Lead-Implements e-signature solution. The Workflow Lead is designated by the Deputy Director.

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