
527 – Use of Electronic Signatures Policy

1.0 PURPOSE

To establish an electronic signature policy for the Des Moines Pool Metropolitan Park District “District” developed to:

- Promote efficiency in order to conserve public resources;
- Establish guidelines for the use of electronic signatures for certain District transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and
- Determine the scope of the District’s use of the current electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record. These policies will apply to any future replacement of the DocuSign platform.

Reducing the District’s reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact.

2.0 SCOPE

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.

3.0 REFERENCES

RCW Ch. 19.360 Electronic Signatures and Records
15 U.S.C Ch. 96 Electronic Signatures in Global and National Commerce Act

4.0 DEFINITIONS

“Designee” refers to a District Board Member or District Employee who has been designated by the District’s Board to sign District records on their behalf using an electronic signature.

“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.

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5.0 POLICY

1. 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. The District authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.
3. The District General Manager, District Clerk, Clerk of the Board, President of the Board, Board of Commissioners, and their designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.
4. The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following records: Minutes of Board Meetings, Board of Commissioner Sign-In Sheets for Stip-Ends, Resolutions and Ordinances Adopted by the Board of Commissioners, Claim Vouchers Approved by the Clerk of the board, and any and all contracts and agreements to which the District is a party.
5. Electronic signatures may be used on District records requiring execution by a third party.
6. This policy may be modified, rescinded, or replaced at any time by the Des Moines Pool Metropolitan Park District by a majority vote.