

ORCAS ISLAND HEALTH CARE DISTRICT (OIHCD)
San Juan County Public Hospital District #3

ELECTRONIC SIGNATURE POLICY

Purpose

To establish an electronic signature policy for OIHCD 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
- Establish electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record.

Reducing OIHCD'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. 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.

In combination with establishing a policy, authorize OIHCD to use the services of DocuSign, a leading electronic signature provider, to affix electronic signatures to electronic records.

Present Situation

State law allows Washington governmental entities to determine by ordinance, resolution, policy, or rule whether, and to what extent, it will use electronic records and electronic signatures.

The convenience and low cost of conducting business over the Internet has the potential to increase efficiencies in all business including government business. Technological advances and an increase in the number of people using computers as part of everyday business will only continue to increase. The benefits of using electronic signatures and electronic records can reduce use of paper, save time and reduce costs associated with handling physical documents.

This resolution authorizes OIHCD, pursuant to RCW 19.360.020(5), to use DocuSign as an electronic signature provider. Specifically, the Board of Commissioners, District Superintendent, and their designees would be authorized to use DocuSign, and further, the District Superintendent would be authorized to develop and implement a policy for the use of DocuSign by OIHCD consistent with the requirements of State law.

Advantage(s):

Allowing the use of DocuSign to affix electronic signatures to electronic records, will promote efficiency, conserve public resources and provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by OIHCD. Reducing OIHCD'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 impacts.

Policy

1. OIHCD 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. Pursuant to approval of SJCPHD#3 Resolution 2020-01, OIHCD authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to OIHCD records.
3. The District Superintendent is authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to OIHCD 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 OIHCD Board Meetings and Resolutions Adopted by the OIHCD Board of Commissioners, Claim Vouchers Approved by the Auditing Officer and subsequent approval by the OIHCD Board of Commissioners, and any and all contracts and agreements to which OIHCD is a party.
5. Electronic signatures may be used on OIHCD records requiring execution by a third party.
6. This policy may be modified, rescinded, or replaced at any time by the OIHCD Board of Commissioners.

7. Electronic signatures cannot be applied using another individual's name. Records signed on behalf of the District Superintendent or Commissioner by a designee shall use their own electronic signature.
8. An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or require, except as provided herein.
9. 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.
10. This policy in no way affects OIHCD's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

Definitions

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.