

	<p>Title: Electronic Signature Policy</p> <p>Number: 705</p> <p>Effective: May 19, 2020</p> <p>Cancels: N/A</p> <p>Prepared by: Tracy Becht, Public Records Officer</p> <p>Approved by: Authority Board Resolution No. 2020-11</p>
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POL-705 ELECTRONIC SIGNATURE POLICY

This policy applies to all Mason Transit Authority (MTA) Board members and employees.

1.0 Purpose

To establish an electronic signature policy for MTA developed to:

- a. Promote efficiency in order to conserve public resources;
- b. Establish guidelines for the use of electronic signatures for certain MTA transactions;
- c. Provide reasonable assurance of the integrity, authenticity and nonrepudiation of electronic documents when electronic signatures are used by MTA; and
- d. Determine the scope of MTA’s use of the current electronic signature to an electronic record. This policy will apply to all current and future electronic signature platforms.

2.0 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.

3.0 Policy

- 3.1 MTA 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.
- 3.2 MTA authorizes the use of an electronic signature platform to affix electronic signatures to MTA records.



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- 3.3 Board members, General Manager, Legal Counsel and Clerk of the Authority Board, are authorized to use the electronic signature platform to affix electronic signatures to MTA records as provided in this policy.
- 3.4 The electronic signature platform is authorized to affix electronic signatures to the following records: minutes of Authority Board meetings, resolutions approved by the Authority Board, and any and all contracts and agreements to which MTA is a party.
- 3.5 Electronic signatures may be used on MTA records requiring execution by a third party.
- 3.6 Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the General Manager or Clerk of the Authority Board by a designee, shall use their own electronic signature.
- 3.7 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 required, except as provided herein, and tort claim forms under RCW 4.96.020.
- 3.8 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.
- 3.9 This policy in no way affects MTA's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.