

ATTACHMENT A

*Before the Board of Supervisors in and for the
County of Monterey, State of California*

Resolution No.: _____

Adopt a Resolution to a. approve and)
adopt the Monterey County Policy on)
Electronic Signatures; and b. Direct the)
Contracts/Purchasing Officer to)
implement and amend the policy as)
necessary to enable and encourage)
County suppliers and County staff to use)
electronic signature technology to)
process documents as permitted by law.

RECITALS

WHEREAS, in order to increase productivity, efficiency, security, and to further the County of Monterey’s goal of improving its environmental impact, the Countywide Electronic Signature Policy, attached hereto as Exhibit A, sets forth when electronic signatures may be used, with the goal of encouraging the use of paperless, electronic documents whenever appropriate and permitted by law.

WHEREAS, the legality and use of electronic signatures is currently governed by state and federal laws as codified in 15 U.S.C. § 7001, *et seq.*; California Government Code §16.5; and California Civil Code §§1633.1, *et seq.*

WHEREAS, based on analysis of the existing policy and process for executing documents requiring the signature of any person that is required to demonstrate authorship, approval, authorization, or certification, the use of electronic signatures Countywide is encouraged where is operationally feasible and permitted by law.

WHEREAS, the County IT Department entered into an agreement with DocuSign on December 10, 2019 to purchase DocuSign software and system support for the County of Monterey.

WHEREAS, the use of electronic signatures will digitize the signature collection process and eliminate the need for paper documents and ink signatures. Reducing the County’s reliance on paper-based transactions will further improve information security and allow for faster approval of and access to documents, and reduce costs and environmental impact.

WHEREAS, the use of DocuSign will promote efficiency, conserve public resources and provide assurances about the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the County.

WHEREAS, the County Board of Supervisors has considered how the use electronic signatures may impact County business conducted electronically.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Monterey does hereby:

Approve and adopt the Monterey County Policy on Electronic Signatures, as presented.
Direct the Contracts/Purchasing Officer to implement and amend the policy as necessary to enable and encourage County suppliers and County staff to use electronic signature technology to process documents as permitted by law.

PASSED AND ADOPTED on this 24th day of March 2020 by the following vote, to-wit:

AYES:

NOES

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof Minute Book _____, for the meeting on _____.

Dated:

Valerie Ralph, Clerk of the Board of Supervisors
County of Monterey, State of California

By _____
Deputy