

GRAYS HARBOR COLLEGE
Operational Policy

Subject: ELECTRONIC SIGNATURE

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Operational Policy Number: 803

Date adopted: June 2019

Description This policy is designed to:

- Provide reasonable assurance for the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures and submissions are used and accepted; and
- Promote the use of electronic signatures and submissions across the College.

Background RCW 19.360 states that the legislature “intends to promote electronic transactions and remove barriers that might prevent electronic transactions with governmental entities.” Unless otherwise provided by law or agency rule, state agencies may use and accept electronic signatures with the same force and effect as that of a signature affixed by hand. Where “writing” is required by statute, an electronic record may be used, and whenever the term “mail” is used, the term includes the use of email or other electronic system, if authorized by agency rule or policy.

Agency electronic signature rules and policies must be consistent with policies established by the State CIO (OCIO); this Electronic Signature Policy follows the *Electronic Signature Guidelines* published by the OCIO in April 2016.

Electronic Signature Policy Electronic signature and record procedures shall conform to the following:

1. To the fullest extent allowed by law, Grays Harbor College encourages electronic transactions and recognizes electronic records and signatures.
2. The use and acceptance of electronic signatures and electronic submissions/records shall be consistent with the guidance and requirements put in place by the Office of the Chief Information Officer (OCIO).
3. Specific methods and processes (solutions) shall be recommended by the Chief Executive of Information Technology and shall be approved in advance by the Data Custodians Committee.

Related Requirements Statewide Guidance – OCIO Electronic Signature Guidelines
