

Item Title: Resolution Authorizing Electronic Signatures on Documents Used and Accepted by Wake County Pursuant to NCGS §66-58.5

Specific Action Requested:

That the Board of Commissioners adopts the attached Resolution authorizing the use of electronic signatures on documents accepted by Wake County pursuant to NCGS §66-58.5.

Item Summary:

The Board of Commissioners is asked to approve the attached resolution approving the use of electronic signatures on documents accepted by Wake County pursuant to NCGS §66-58.5. Approval of this resolution is consistent with one of the Board of Commissioners' top goals to "identify and pursue programs, practices, technologies and other opportunities that enhance innovation and creativity within the organization."

To improve the effectiveness and responsiveness through innovation and technology, the County is in the process of implementing an electronic document management system. Such a system will improve efficiencies through the reduction of contract process time and reduce or eliminate the dependence on paper. The first phase of this system will be the electronic development, workflow, and approval of contracts, including the use of electronic signatures. This system is anticipated to launch in June 2018.

Future phases of this system include the grants management, electronic invoice processing, and storage of cashiering system reports and documentation. The implementation of these electronic document management processes will require Wake County to use and adopt electronic signatures.

Public Agencies, as defined by NCGS §66-58.2, include counties. Public agencies are authorized to use and accept electronic signatures pursuant to NCGS Chapter 66, Article 11A ("Electronic Commerce In Government"), NCGS Chapter 66, Article 40 ("Uniform Electronic Transactions Act"), and pursuant to other law as applicable. NCGS §66-58.5 requires a Public Agency to request or require the use of electronic signatures for such signature to have the same force and effect of a manual signature.

The adoption of the attached resolution will allow the County to use and accept electronic signatures where permitted by law for the above-mentioned business processes as well as other business process that may not be captured by the electronic document management system.

The attached resolution also authorizes the County Manager to create policies for the use and acceptance of electronic signature on County documents identified by the County Finance Officer as being acceptable for the use of electronic signature as allowed by law. A draft of the Wake County Electronic Signature Policy is attached for reference.

Attachments:

1. Resolution
2. Draft Wake County Electronic Signature Policy