



**COMBINED: LEGISLATIVE MEMORANDUM,
CERTIFICATE OF AVAILABILITY OF FUNDS
AND RESOLUTION COVER MEMO**

To: Executive Committee

Fr: Darrin Raynor, Deputy Commissioner of Management & Budget

**Re: The County of Sullivan to accept electronic signatures within all County
Departments**

Date: June 12, 2018

Purpose of Resolution:

The County of Sullivan to Accept Electric Signatures within All County Departments

Is subject of Resolution mandated? Explain:

No

Does Resolution require expenditure of funds? No

If "Yes", provide the following information

Amount to be authorized by Resolution: \$

Are funds already budgeted? Yes/No

If "Yes" specify appropriation code(s):

If "No", specify proposed source of funds:

Estimated Cost Breakdown by Source

County: \$

Grant(s): \$

State: \$

Other: \$

Federal Government:\$

(Specify):

Specify Compliance with Procurement Procedures:

N/A

**Person(s) responsible for monitoring contract (Title): Darrin Raynor Deputy
Commissioner of Management & Budget**

RESOLUTION INTRODUCED BY THE EXECUTIVE COMMITTEE FOR THE COUNTY OF SULLIVAN TO ACCEPT ELECTRONIC SIGNATURES WITHIN ALL COUNTY DEPARTMENTS

WHEREAS, in 2007, a business risk assessment was undertaken to enable the County government to implement more efficient electronic processes to streamline its numerous and various business functions; and

WHEREAS, the Sullivan County Legislature recognizes the need for an improved, efficient and secure process to authenticate and authorize internal government financial transactions, including both purchasing and accounts payable functions; and

WHEREAS, the County Manager's Office along with the Division of Management and Budget agree that the authorization to allow for electronic signatures is in the best interest of, and the most cost effective business procedure for, Sullivan County government; and ,

WHEREAS, the New York State Electronic Signatures and Records Act (ESRA) was enacted to facilitate e-Commerce and e-Government in New York State by giving electronic signatures (e-signatures) and electronic records (e-records) the same force and effect as signatures and records produced by non-electronic means; and

WHEREAS, as defined by ESRA, an *electronic signature* is an electronic sound, symbol or process attached to or logically associated with an electronic record and adopted by a person as their signature; and

WHEREAS, ESRA further defines an *electronic record* as information created, stored, generated, received, or communicated by electronic means in a form that a person can perceive and which can be accurately reproduced; and

WHEREAS, the use of electronic signatures within county departments will create time efficiencies and therefore decrease the costs associated with processing payments.

NOW, THEREFORE BE IT RESOLVED, that the Sullivan County Legislature hereby authorizes the use of the existing County email system, and copies of original signatures of authorized employees of the departments for processing relevant internal financial documentation; and

BE IT FURTHER RESOLVED, as allowed by ESRA, the process can create an e-signature when the system used to create a signed e-record, associates the recorded events of accessing an application with the content to be signed (using a password, PIN or other digital object to authenticate the signer), thereby creating a virtual record of the signer's actions and intent; and

BE IT FURTHER RESOLVED, that whenever a signature is required by the County to process an internal financial transaction, that signature will now be accepted in a photocopy or an electronic form.

BE IT FURTHER RESOLVED, the procedure for processing internal financial transactions shall be:

- A) after the document has been signed by an authorized employee,
- B) it will then be scanned and saved as a PDF document,
- C) the document may be emailed, via the Sullivan County email system only, to the appropriate department.

BE IT FURTHER RESOLVED the originating department is responsible to maintain the necessary original documentation; and

BE IT FURTHER RESOLVED, PDF signatures that originate from a County PDF writer and saved with signature as an edited document, will also be authorized so long as it is emailed through the County's email system to the relevant department.

BE IT FURTHER RESOLVED, upon completion of further business risk assessments, such as the example attached hereto, expansion of approval processes may include outside financial and business transactions..