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SENECA REGIONAL PLANNING COMMISSION  
BOARD

August 3, 2022

Resolution Number 03-08-2022-03

**RESOLUTION APPROVING THE DIGITAL SIGNATURE POLICY EFFECTIVE  
RETROACTIVE TO JANUARY 1, 2022**

Vern Morte offered the following resolution and moved the adoption of the same, which was duly seconded by Scott Harrison.

**WHEREAS**, Seneca Regional Planning Commission Board met this 3rd day of August 2022, in regular session, and

**WHEREAS**, This board is in receipt of the Digital Signature Policy as created by the County Human Resource Department, and

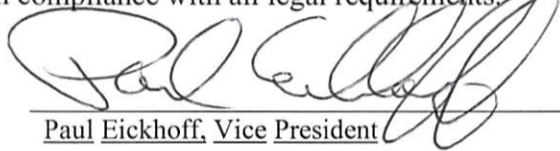
**NOW THEREFORE BE IT RESOLVED**, this Board does hereby adopt the Digital Signature Policy Retroactive January 1, 2022; and

**RESOLVED**, That the Executive Director of Seneca Regional Planning Commission be and she is hereby authorized and instructed to certify copies of this resolution to Seneca County Human Resource Director, SPRC and be it further


**RESOLVED**, That it is found and determined that all formal actions of this Board concerning and related to the adoption of this resolution were so adopted in an open meeting of this Board and that all deliberations of this Board and of any of its communities that resulted in such formal actions, were in meeting open to the public and in compliance with all legal requirements.



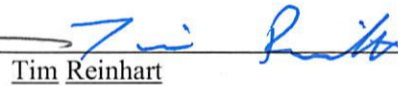
Anthony Paradiso, President



Paul Eickhoff, Vice President



Barbara Dibble, Secretary



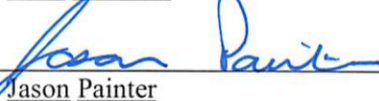
Tim Reinhart



Scott Harrison



Dawn Iannantuono



Jason Painter

Michael Kerschner

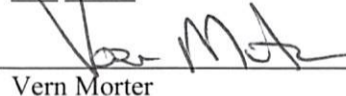


Tyler Shuff

Rod Miller



Eric Keckler



Vern Morte

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## Electronic Signatures

- A. Purpose: Recognizing the necessity for Electronic/Digital Signatures as an integrated technology. The purpose of this policy is to establish guidelines for the appropriate business use of electronic and digital signature by the Seneca Regional Planning Commission.
- B. Scope: The policy is meant to permit and encourage the use of electronic signatures Seneca Regional Planning Commission including but not limited to all internal and external activities as well as for all documents and transactions where it is legally permissible, operationally feasible to do so, where existing technology permits, and where it is otherwise appropriate based on the Department's needs. IT applies to documents requiring a signature or initials or any person where the signature or initials are intended to show authorship, approval, or authorization as allowed by law.

There is no longer a preference for obtaining original/wet signatures from vendors on signed contracts. Affixing an electronic signature to any document in a manner consistent with this Policy shall satisfy Seneca Regional Planning Commission's requirements for signing a document.

- C. Definition: "electronic Signature" (E-Sign)- refers to both electronic signatures and digital signatures/. They have the legal protection that is give to paper-based signatures. All security procedures and technologies should provide a reasonable level of authentications and integrity.
- D. Department Discretions- This policy is intended to permit the broad use of electronic signatures but recognize that there may be times when original/wet signatures are necessary. The responsibility for determining what documents require original/wet signatures is at the discretion of Seneca Regional Planning Commission.
- E. Security- "Secure Electronic Signatures" are those that meet all of the following criteria:
- Must be unique to that person
  - Must be capable of verification-
    - Meaning that the technology used permits the signatures authenticity to be verified. Adobe sign meets this requirement. Simply pasting a signature image into a work document or PDF without other security does not meet this requirement because the image can be forged.
  - Must be under the sole control of the person using it.
  - Only the signatory has the ability to affix the signature.
  - Must be linked to the data in the document in such a manner that if any of the data is changed, the digital signature is invalidated.

Electronic signatures processed through Seneca Regional Planning Commission's approved signature service meet the criteria for Secure Electronic Signatures.

- F. Accountability: Seneca Regional Planning Commission employees' use of electronic signatures and/or records bearing electronic signatures shall be consistent with applicable federal, state, and local laws. The legality of use of Electronic Signatures are governed by federal and state laws (see 15 U.S.C § 7001 Electronic Signatures in Global and National Commerce); and Ohio Revised Code §1306.06

The use of E-Signatures is intended to make Seneca Regional Planning Commission's business practices more efficient. The process eliminates the need to print, file, and store paper copies of documents that can now be authenticated digitally and stored electronically