

**FORSYTH COUNTY**  
**BOARD OF COMMISSIONERS**

**BRIEFING  
DRAFT**

MEETING DATE: November 15, 2018

AGENDA ITEM NUMBER: 7

**SUBJECT: RESOLUTION AUTHORIZING ELECTRONIC SIGNATURES AND SEAL IN  
CONDUCTING COUNTY BUSINESS TRANSACTIONS**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY MANAGER

**RESOLUTION AUTHORIZING ELECTRONIC SIGNATURES AND SEAL IN  
CONDUCTING COUNTY BUSINESS TRANSACTIONS**

**WHEREAS** Forsyth County has utilized an electronic Contract Control system since 2010 to efficiently track and route contracts throughout the County departmental approval process;

**WHEREAS** the Contract Control system has the capability to allow the utilization of electronic signatures by appropriate Forsyth County officials rather than the present workflow process which requires manual signature of documents;

**WHEREAS**, pursuant to N.C.G.S. Chapter 66, Article 11A, all public agencies, which includes local units of government, may use and accept electronic signatures under the Uniform Electronic Transactions Act, N.C.G.S. Chapter 66, Article 40;

**WHEREAS** N.C.G.S. § 66-58.5 requires that a public agency request or require the use of electronic signatures in order for agency transactions signed electronically to have the same force and effect as if a manual signature had been used; and

**WHEREAS** Forsyth County desires to approve and authorize the use and acceptance of electronic signatures in current or future County business transactions, so that the electronic signature process will satisfy the validity requirements of N.C.G.S. § 66-58.5; this electronic signature approval shall include, but not be limited to, contracts, procurement cards, and purchase orders;

**NOW, THEREFORE, BE IT RESOLVED** that effective immediately the Forsyth County Board of Commissioners hereby authorizes the utilization and acceptance of electronic signatures and an electronic version of the official County seal in County business transactions, including, but not limited to, County contracts, procurement cards, and purchase orders; and

**BE IT FURTHER RESOLVED** that this electronic signature use approval shall be limited to those County officials and employees who are entitled by current or future official action by the Board or by the County Manager to manually sign binding legal documents on behalf of Forsyth County.

Adopted this 15<sup>th</sup> day of November, 2018.