



## Electronic Records Management: Considerations for Adopting E-Signatures

**Purpose: Provide guidance to state and local government agencies looking to adopt an e-signature solution.**

Print. Sign. Scan. Send. No thank you. These days, agency business happens online. Save yourself a trip to the printer and keep your electronic records, electronic.

There are countless types and providers of e-signature solutions. But there are only a handful of considerations to keep in mind when selecting the right solution for your agency.

### Intent to Sign

- Make sure whomever is signing knows exactly what they are agreeing to. *Express intent with an e-signature experience that looks/feels like a wet-ink signature.*

### Consent to do Business Electronically

- Make sure folks agree to signing electronically. Be prepared to provide an alternative, if necessary. *Leave space for consent by providing notice ahead of e-signature collection.*

### Association & Attribution

- Make sure to attach the e-signature and attribute it to the correct individual. *Apply your e-signature to the appropriate signature line.*

### Process Records

- Document the entire e-signature collection process. *Retain any emails sent or received in pursuit of an e-signature with the signed record.*

### Retention

- Make sure the signed record can be retained and verified. *Retain the signed record in an appropriate format with it's supporting process records.*

**Additional advice regarding the management of public records is available from  
Washington State Archives:**