

**TOWN OF BRISTOL, RHODE ISLAND
TOWN COUNCIL**

**INTERNAL POLICY
ELECTRONIC SIGNATURE USAGE FOR CEREMONIAL DOCUMENTS**

1. Limited Usage for Ceremonial Documents ONLY:

Electronic Signatures shall be reserved exclusively for ceremonial documents such as citations, proclamations, and commendations to maintain the formality of these occasions. The use of Electronic Signatures on Resolutions, policies, or any other publicly adopted documents is strictly prohibited.

2. Confirmation via Email:

Any document requiring an Electronic Signature will be confirmed via email to verify approval from each council member prior to signing.

3. Checks and Balances:

Ceremonial Documents will still require original signatures from the Town Administrator and/or Town Clerk to ensure proper oversight and authenticity.

4. Access and Management:

The Town Clerk will manage and oversee the usage and storage of Electronic Signatures, ensuring they are used appropriately and securely.

This policy aims to maintain the integrity and formality of ceremonial documents while ensuring proper checks and balances are in place for their usage