

RESOLUTION _____

**RESOLUTION OF THE CITY OF LAWRENCEVILLE TO
AUTHORIZE ELECTRONIC SIGNATURES AND RECORDS**

WHEREAS, the term “electronic signature” and the term “electronic record” is defined in the 2022 Georgia Code Title 10, Chapter 12, Known as the “Uniform Electronic Transactions Act.”; and

WHEREAS, an electronic signature means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record; and

WHEREAS, an electronic record means a record created, generated, sent, communicated, received, or stored by electronic means; and

WHEREAS, the Uniform Electronic Transaction Act provides for each governmental agency of this state to determine whether, and the extent to which it will send and accept electronic signatures and electronic records; and

WHEREAS, pursuant to the Uniform Electronic Transaction Act, the City of Lawrenceville may use electronic signatures and electronic records to the full extent provided for by the Uniform Electronic Transaction Act. The City Manager, giving due consideration to security, may specify:

1. The manner and format in which the electronic records shall be created, generated, sent, communicated, received, and stored and the systems established for those purposes;
2. If electronic records must be signed by electronic means, the type of electronic signature required, the manner and format in which the electronic signature shall be affixed to the electronic record, and the identify of, or criteria that shall be met by any third party used by a person filing a document to facilitate the process;
3. Control processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records; and
4. Any other required attributes for electronic records which are specified for corresponding non-electronic records or reasonably necessary under the circumstances.

WHEREAS, electronic signatures and records provide a convenient, time-saving, and secure way of signing, sending, and receiving records, nothing in the Uniform Electronic Transactions Act, shall require the City of Lawrenceville to use or permit the use of electronic signatures and electronic records.

NOW, THEREFORE, BE IT RESOLVED that the City of Lawrenceville authorizes:

Section 1. Pursuant to the provisions of the Uniform Electronic Transaction Act, City of Lawrenceville employees who are designated by the Signing Authority Policy may sign City documents electronically and send or receive electronic records consistent with this resolution.

Section 2. In addition, the City Manager, or his designee, may approve use of an electronic signature for official public business conducted by the City of Lawrenceville if the process employed for the electronic signature and electronic record provides for security, authentication, record integrity, and non-repudiation of the electronic communication.

Section 3. A City document that is required by law to be signed in non-electronic media may not be electronically signed.

Section 4. An electronically signed document shall be deemed the equivalent of an original signed document if the individual or entity signing the document has complied with the provisions of this Resolution and the Uniform Electronic Transaction Act.

IT IS SO RESOLVED this _____ day of February, 2024

David R. Still, Mayor

ATTEST:

Karen Pierce, City Clerk