

# City of Santa Rosa



## Legislation Details

---

**File #:** 19-0400      **Version:** 1      **Name:** Electronic Records and Signatures  
**Type:** CC- Report      **Status:** Agenda Ready  
**File created:** 5/8/2019      **In control:** City Council  
**On agenda:** 5/28/2019      **Final action:**  
**Title:** REPORT - ORDINANCE ADDING CHAPTER 1-06 TO THE SANTA ROSA CITY CODE, AUTHORIZING THE USE OF ELECTRONIC RECORDS, AND ELECTRONIC AND DIGITAL SIGNATURES

**BACKGROUND:** The use of electronic signatures on legally-binding documents has become increasingly prevalent in the private sector but has yet to find widespread adoption in public agencies. There are many benefits to utilizing electronic signatures including cutting down on paper, time, and costs that are associated with transmitting and approving physical documents.

In 1995, the California legislature passed a statute authorizing public entities to accept “digital signatures” if and only if they comply with stringent verification procedures established by the Secretary of State. (Gov. Code Section 16.5.) In 1999, California adopted a version of the Uniform Electronic Transactions Act (UETA), guaranteeing that electronic signatures would have the same legal effect as a “wet” or manual signature. (Civ. Code Sections 1633.1-1633.17.) In 2016, AB 2296 was signed by Governor Brown to clarify how state government agencies can accept signatures electronically. This bill resolved issues around perceived discrepancies in the 1990’s legislation, making it easier for agencies to use electronic signature technology. Now, because of AB 2296, California government agencies can transition to the use of electronic records with clear understanding of the law.

**RECOMMENDATION:** It is recommended by the Information Technology Department and the City Manager’s Office that the Council, by ordinance, add Chapter 1-06 to the Santa Rosa City Code, authorizing the use of Electronic Records, and Electronic and Digital Signatures.

**Sponsors:** Information Technology

**Indexes:** Not a Project

**Code sections:**

**Attachments:** 1. Staff Report, 2. Ordinance, 3. Presentation

Date	Ver.	Action By	Action	Result
5/28/2019	1	City Council	to waive reading of the text and introduce	Pass