

SIERRA COUNTY  
RESOLUTION NO. 110-268

**RESOLUTION ADOPTING ELECTRONIC SIGNATURE POLICY**

**WHEREAS**, the Sierra County Board of Commissioners met upon notice of meeting duly published at the Sierra County Administration Building, 1712 North Date Street, Truth or Consequences, New Mexico 87901 on August 20, 2024, at 10:00 a.m. as required by law; and,

**WHEREAS**, the Board of County Commissioners of the County of Sierra exercises the powers of the County as a body politic and corporate pursuant to NMSA 1978, Section 4-38-1(1884); and,

**WHEREAS**, the Board of County Commissioners is statutorily charged with examining and settling all accounts of receipts and expenses of the county and all accounts chargeable against the county pursuant to NMSA 1978, Section 4-38-16 (1876); and,

**WHEREAS**, the Board of County Commissioners is the body that is statutorily charged with making such orders concerning the property belonging to the county as it deems expedient pursuant to NMSA 1978, Section 4-38-13 (1876); and,

**WHEREAS**, the Board of County Commissioners is the entity empowered to exercise the County's corporate powers; and,

**WHEREAS**, the Board of County Commissioners is tasked with the responsibility of representing and addressing the needs of its residents; and

**WHEREAS**, the Board of County Commissioners determines that adopting an electronic signature policy will streamline the signature process, reducing the time it takes to complete and return documents, cost savings, convenience, security through built-in security features such as encryption and authentication, an audit trail that tracks who signed the document, when and from where, and accessibility.

**NOW, THEREFORE, BE IT RESOLVED** that the following procedures and processes will be followed:

**Electronic Signature Policy**

**Purpose:**

This policy establishes guidelines for the use of electronic signatures within Sierra County to ensure consistency, security, and legal compliance. This policy applies to all County Departments and Personnel for documents requiring execution by County officials, with the exception of Ordinances and Proclamations.

## **Scope:**

This policy applies to all Sierra County Departments and Personnel involved in the creation, management, and execution of documents requiring signatures.

## **Policy:**

### **A. Definitions**

**Electronic Signature:** A digital representation of an individual's intent to sign a document electronically, including any form of electronic data, symbol, or process attached to or logically associated with the document.

**Adobe Acrobat Pro:** An electronic signature solution chosen by Sierra County for signing documents electronically.

### **B. Application**

Electronic signatures may be used for:

- Contracts
- Memoranda of Understanding (MOUs)
- Other documents requiring execution by County officials

### **C. Exceptions**

Ordinances and Proclamations are excluded from this policy and will not be executed electronically.

### **D. Authentication and Security**

To ensure the security and authenticity of electronic signatures, the following measures will be implemented:

1. **Adobe Acrobat Pro:** The County will utilize Adobe Acrobat Pro for electronic signatures. Adobe Acrobat Pro provides secure authentication methods, including multi-factor authentication, to verify the identity of signatories.
2. **Audit Trails:** Adobe Acrobat Pro will maintain an audit trail of all signature activities, providing a record of each action taken, including timestamps and IP addresses.

### **E. Training and Support**

All County personnel involved in the execution of documents electronically will receive training on the use of Adobe Acrobat Pro. Training sessions will cover document preparation, signature processes, and troubleshooting. Ongoing support will be available for users encountering issues with electronic signatures or the Adobe Acrobat Pro platform. The County's IT contractor will provide assistance as needed.

### **F. Document Retention**

Electronically signed documents will be stored securely in Adobe Acrobat Pro's cloud storage, with access restricted to authorized personnel only. Signed documents will be retained in accordance with the County's records management policies and any applicable legal or regulatory requirements.

#### **10. Approval and Adoption**

This policy has been approved by the Board of County Commissioners, and is effective as of August 20, 2024.

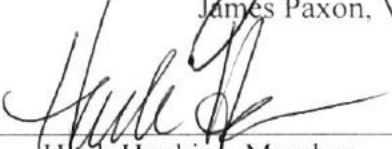
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PASSED, APPROVED and ADOPTED this 20<sup>th</sup> day of August 2024.

**BOARD OF COUNTY COMMISSIONERS, SIERRA COUNTY, NEW MEXICO**

  
\_\_\_\_\_  
Travis Day, Chairman

  
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James Paxon, Vice-Chairman

  
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Hank Hopkins, Member

[SEAL]

Attest:

  
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Shelly Trujillo, Clerk

