

RESOLUTION NO. 25-139

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF DIGITAL SIGNATURES  
PURSUANT TO IOWA CODE CHAPTER 554D

WHEREAS, the Jasper County conducts official business requiring signatures on contracts, agreements, applications, and other official documents; and

WHEREAS, Iowa Code Chapter 554D, the Uniform Electronic Transactions Act, authorizes the use and acceptance of electronic records and electronic signatures, and provides that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form; and

WHEREAS, the Jasper County recognizes the need to modernize operations, reduce administrative delays, and promote efficiency by accepting legally valid digital signatures; and

WHEREAS, the acceptance of digital signatures will improve service to the public, support transparency, and reduce reliance on paper records while maintaining compliance with state and federal law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Jasper County, Iowa, that:

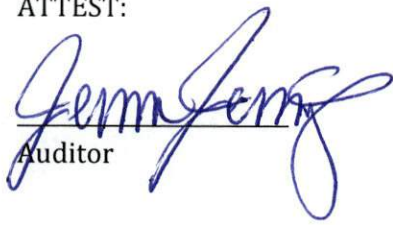
1. Jasper County shall accept digital and electronic signatures on contracts, agreements, applications, and other documents where a signature is required, provided such signatures comply with Iowa Code Chapter 554D.
2. A digital signature shall carry the same legal weight and effect as a handwritten signature.
3. The Board of Supervisors is hereby authorized and directed to implement procedures necessary to ensure compliance with Iowa Code Chapter 554D and to establish secure methods for verifying and maintaining digital signatures.
4. This resolution shall take effect immediately upon its adoption and approval.

PASSED AND APPROVED this 16<sup>th</sup> day of September 2025



Brandon Talsma, Chair

ATTEST:

  
Auditor

## Attachment A

### Digital Signature Policy and Procedures

#### Purpose:

This policy establishes standards and procedures for the acceptance, use, and retention of digital signatures by the Jasper County, in accordance with Iowa Code Chapter 554D (Uniform Electronic Transactions Act).

#### 1. Definitions

- Digital Signature: An electronic identifier, created by computer, intended by the person using it to have the same force and effect as a manual signature.
- Electronic Record: A record created, generated, sent, communicated, received, or stored by electronic means.
- Authorized Platform: A secure digital signature service approved by the Jasper County, such as DocuSign, Adobe Sign, or other software that complies with applicable law.

#### 2. Acceptance of Digital Signatures

- Digital signatures shall be accepted on contracts, agreements, applications, forms, and other official records requiring a signature.
- A digital signature shall not be denied legal effect solely because it is in electronic form.
- The Jasper County reserves the right to require a traditional handwritten signature if:
  - Required by state or federal law;
  - The transaction involves real estate, wills, codicils, or other documents excluded by Iowa Code Chapter 554D; or
  - The integrity or authenticity of the digital signature cannot be reasonably verified.

#### 3. Authorized Digital Signature Platforms

- The IT Department shall maintain a list of approved digital signature platforms that provide:
  - Authentication of the signer's identity;
  - Encryption to protect the integrity of the document;
  - An audit trail showing the date, time, and identity of the signer.
- Examples may include: DocuSign, Adobe Sign, or other platforms that meet state/federal standards.

#### 4. Verification and Security

- All digital signatures must be verified by the receiving office before final acceptance.
- Records containing digital signatures shall be stored in the same manner as other official records and must be retrievable in both digital and printable form.
- Digital records must be protected against unauthorized access, alteration, or deletion in accordance with the Jasper County's records retention and IT security policies.

#### 5. Retention of Digital Records

- Electronic records and digital signatures shall be retained for the same retention period as

their paper counterparts, in accordance with Iowa public records law and the Jasper County retention schedule.

- When retained, electronic records shall be accessible, readable, and reproducible for the required retention period.

#### 6. Implementation and Oversight

- The IT Department shall oversee the implementation of this policy, including:
  - Training staff in the acceptance and verification of digital signatures;
  - Reviewing and approving secure platforms;
  - Ensuring compliance with Iowa Code Chapter 554D and other applicable laws.

#### 7. Effective Date

This policy shall take effect immediately upon adoption of Resolution No. \_\_\_\_ and shall remain in effect until amended or repealed by the Jasper County Board of Supervisors.