

RESOLUTION NO. 1721

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROKEN ARROW, OKLAHOMA, AUTHORIZING THE ACCEPTANCE AND USE OF ELECTRONIC RECORDS AND ELECTRONIC SIGNATURES; PROVIDING FOR STANDARDS, SECURITY, AND ADMINISTRATIVE CONTROLS IN ACCORDANCE WITH 12A O.S. §15-118; AND DECLARING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROKEN ARROW, OKLAHOMA:

WHEREAS, the City of Broken Arrow recognizes the increasing use of secure digital technologies to improve government efficiency, reduce administrative costs, and enhance service to the public; and

WHEREAS, the Oklahoma Uniform Electronic Transactions Act (12A O.S. §15-101 et seq.) authorizes governmental agencies to determine the extent to which they will create, accept, and use electronic records and electronic signatures; and

WHEREAS, Section 15-118 of said Act provides that a governmental agency may specify the manner, format, and control procedures governing electronic records and electronic signatures, giving due consideration to security and record integrity; and

WHEREAS, the City Council of the City of Broken Arrow desires to formally authorize the acceptance and use of electronic records and electronic signatures in City business and to establish administrative procedures to ensure compliance with applicable law and best practices.

Section 1. Authorization.

The City of Broken Arrow hereby authorizes the creation, acceptance, and use of electronic records and electronic signatures in the conduct of City business, consistent with the Oklahoma Uniform Electronic Transactions Act and other applicable laws.

Section 2. Manner and Format of Electronic Records.

The City Manager, or his/her designee, is authorized to determine and establish the manner and format in which electronic records must be created, generated, sent, communicated, received, and stored; and to designate systems or platforms approved for such purposes, giving due consideration to the security, integrity, and reliability of those systems.

Section 3. Electronic Signatures.

If an electronic record requires a signature, the City Manager, or his/her designee, shall specify:

1. The acceptable types of electronic signatures, including but not limited to digital certificates, encrypted signatures, or other forms of secure electronic authentication;

2. The manner and format in which the electronic signature must be affixed to the electronic record; and

3. The identity of, or criteria that must be met by, any third-party service providers used to facilitate the signing process, such as DocuSign, Adobe Sign, or other approved platforms.

Section 4. Control Processes and Procedures.

The City shall establish control processes and procedures to ensure adequate:

- Preservation, disposition, and integrity of electronic records;
- Security and confidentiality of sensitive information; and
- Auditability and traceability of electronic transactions.

These processes shall comply with state records retention schedules and any City policies related to information technology, cybersecurity, and records management.

Section 5. Other Required Attributes.

Electronic records and electronic signatures shall contain or be associated with all attributes required for corresponding nonelectronic records, including approvals, timestamps, and authentication data, and any other elements reasonably necessary under the circumstances.

Section 6. Optional Use.

Nothing in this Resolution shall be construed to require the City or any individual department to use or permit the use of electronic records or electronic signatures. Departments may continue to utilize paper records and handwritten signatures as necessary.

Section 7. Implementation.

The City Manager is authorized to adopt administrative policies and procedures necessary to implement this Resolution, and to take such actions as may be required to ensure compliance with applicable state and federal laws.

Section 8. Effective Date.

This Resolution shall take effect immediately upon its passage and approval.

ADOPTED AND APPROVED this ___ day of _____, 2025, by the City Council of the City of Broken Arrow, Oklahoma.

CITY OF BROKEN ARROW, OKLAHOMA

By: _____
Mayor

ATTEST

City Clerk

APPROVED AS TO FORM:

City Attorney