



Legislation Details (With Text)

File #: Res. 2016-104 **Version:** 1 **Name:**

Type: Resolution **Status:** Passed

File created: 10/7/2016 **In control:** City Council

On agenda: 10/18/2016 **Final action:**

Title: Consider Approval of Electronic Signatures for Employees

Sponsors:

Indexes:

Code sections:

Attachments: 1. 1 - Resolution to Adopt Electronic Signatures v. 2 revised 100616

Date	Ver.	Action By	Action	Result
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City Council Meeting Date: October 18, 2016

To: Mayor and City Council
City Administrator

From: Michelle Mahowald, Communications & Human Resources Manager

Consider Approval of Electronic Signatures for Employees

Action Requested:

The Northfield City Council approves the attached resolution allowing city employees to use electronic signatures.

Summary Report:

Communications & Human Resources staff are working with our Laserfiche vendor, OPG-3, on a digital benefits enrollment process.

Minnesota Statutes, section 325L.18 authorizes the City to determine whether, and the extent to which, it will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures subject to state records retention laws contained in Minnesota Statutes, sections 15.17 and 138.17.

Alternative Options:

Continue use of handwritten signatures.

Tentative Timelines:

Annual employee benefits enrollment is scheduled for November 1-11, 2016.

