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STATE OF WASHINGTON

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**TO:** Agency Directors  
Agency CIOs

**FROM:** Michael Cockrill  
State Chief Information Officer

A handwritten signature in blue ink, appearing to read "Michael Cockrill".

**SUBJECT: ELECTRONIC SIGNATURE GUIDELINES**

[RCW 19.360](#) authorizes state agencies to use electronic signatures to conduct their business unless otherwise prohibited. However, the decision to use or rely on electronic signatures is one that each agency must make on their own, based on a business assessment and risk analysis.

To support state agencies in their evaluations, I am pleased to announce the publication of the [Electronic Signature Guidelines](#). The guidelines were developed with the support of a cross-agency workgroup and are intended to:

- Help agencies determine if, and to what extent, their agency will implement and rely on electronic records and electronic signatures,
- Provide agencies with information they can use to establish policy or rules governing their use and acceptance of electronic signatures, and
- Provide direction to agencies for sharing their policies with the Office of the Chief Information Officer (OCIO), as required by state law.

I encourage you to circulate this announcement to appropriate staff within your agency. Staff can also locate this information at any time from the [guidelines page](#) on the OCIO website.

Questions and other feedback about this material should be sent to the [OCIO Policy Mailbox](#).