



MONTGOMERY
C O U N T Y

Resolution Management System

ORC Section 1306: Uniform Electronic Transactions Act

Requirements

- Electronic Signature Policy
- Security Policy
- Revised Records Retention Schedule

Satisfactions

- ✓ Finalized policy with Prosecutor's Office.
- ✓ Data Processing electronic signature security guidelines.
- ✓ Revised retention schedule approved by: Records Commission Board, Ohio History Connection, Auditor of State.



Montgomery County's Electronic Signature Policy

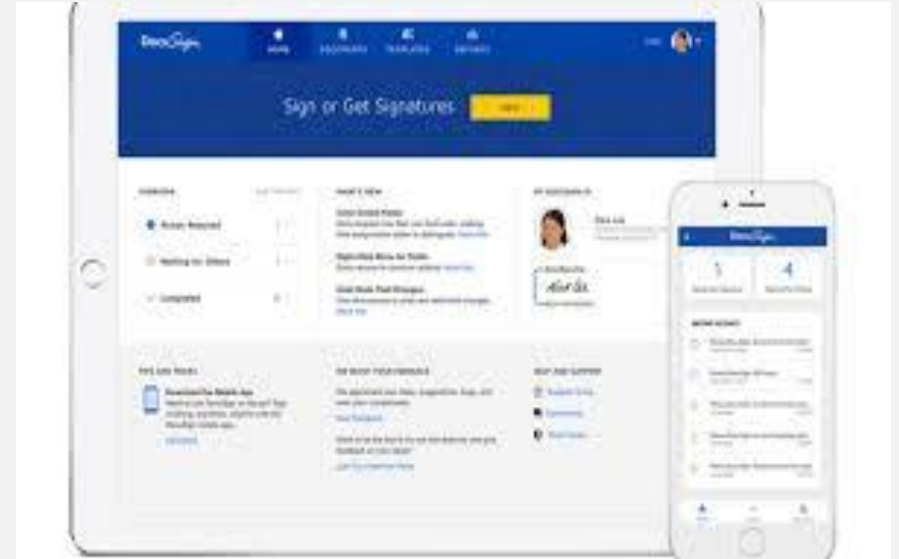
- Allows all county departments under the authority of the BCC to utilize and accept electronic signatures.
 - Types of electronic signatures: email, e-sig software, scanned original signature.
 - Only individuals with current signature authority may sign electronically.
- Opting out: Third parties, departments, and Elected Officials offices can opt out of utilizing electronic signatures, pursuant to ORC statute.
- All submissions to the BCC will utilize the Board approved electronic signature software.
- E-signature software for internal use, or use outside of the BCC approval process, will be purchased by department.



DocuSign vs. Adobe

DocuSign Benefits:

- Customer service
 - Web-based
 - Comprehensive and user-friendly
 - Personalized dashboard for each user
 - Secure
 - 24/7 customer service
-
- ❖ Retrieve – Pulls documents from DocuSign into RMS, so they can be automatically uploaded to OnBase.



Revamped Resolution Management System (RMS)

ClerkDocs

- Created approx. 11-12 years prior
- Tracking System

RMS

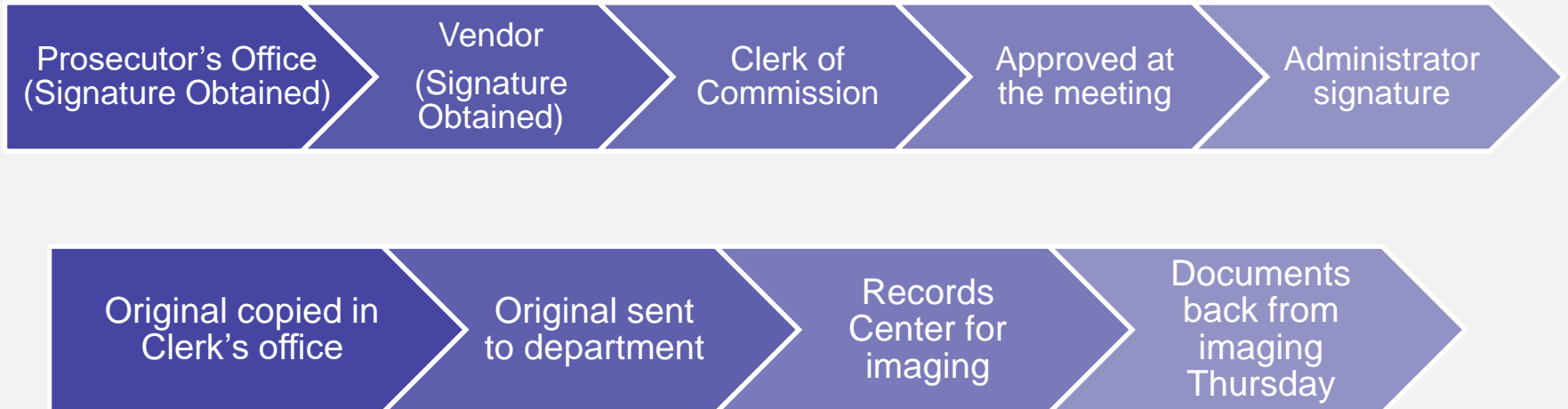
- True Document Management System
- Documents uploaded into system
- Documents managed in RMS and users can track progress in real time
- Integrated with e-signature software



Prior Contract Workflow

Dept. manages negotiations of terms and conditions with vendor and Prosecutor.

Timeline:



This contract routing process can take anywhere from 4-5 weeks from start to finish.



Envelope Turnaround

Time Period

Last 30 Days

Time Bucket

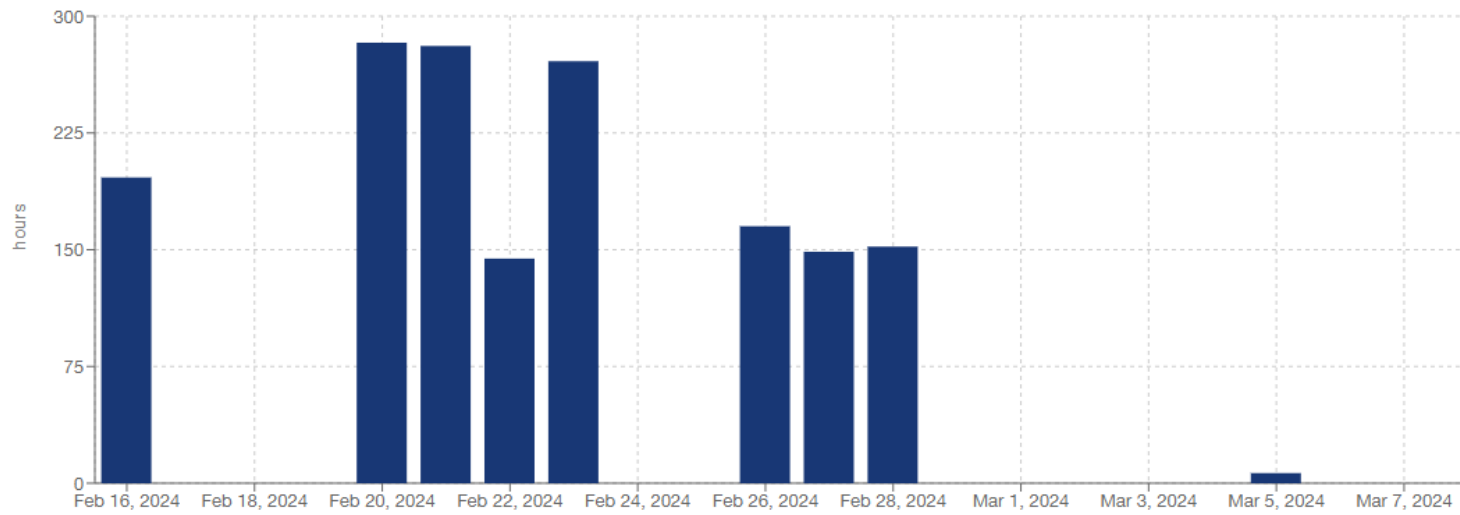
Daily

Group

Everyone

8.2 days

Envelope Turnaround



2/16/2024 — 3/16/2024

(Provided by DocuSign statistics)



Montgomery County's environmental savings

Time Period

All Time ▼

■ 2022 ■ 2023 ■ 2024

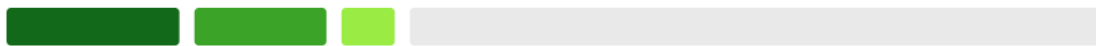
28,669 lb of carbon emissions reduced



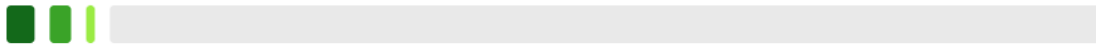
35,964 gal of water conserved



12,214 lb of wood saved







1,984 lb of waste eliminated



How is this calculated?

This compares to:

-  Removing **2 cars** from the road
-  Skipping **25 loads** of laundry
-  Conserving **36 trees**
-  Saving **63,312 pages** of paper

[Learn how to save more](#)

(Provided by DocuSign statistics)



Questions?

