Classes of Documents Permitted by the City Manager for Electronic Signature*

Classes of Documents	Types of Electronic Signature Permitted	Notes, Examples
Internal Employee Matters	Electronic approvals, through password protected intranet portals (such as eWay / SouthTechSystems / Wombat Securities), with an audit trail	Timesheets; Benefits; Direct Deposits; Payroll Processing; Form 700; Compliance Trainings
City Volunteer Matters	Electronic signatures with approved and acceptable technologies that meet the Technical and Security standards as defined by the Information Technology Department	Volunteer agreements; adopt-a-park or community garden volunteer program enrollment forms
Internal Routine Documents	Electronic approvals, password protected email systems or portals, with an audit trail	Council Memoranda, travel requests, expense reimbursements
Council Documents	Electronic Stamp or Seal, password protected, used solely by the City Manager, Mayor, or City Clerk, with an audit trail	Ordinances, Council Minutes, and Resolutions
Business and other Taxes (Title 4)	Electronic signatures with approved and acceptable technologies that meet the Technical and Security standards as defined by the Information Technology Department (SmartGuide)	Applications for business or other licenses and payment of taxes
Development Services Applications and related documents (Titles 17, 20, and 24)	Electronic signatures with approved and acceptable technologies that meet the Technical and Security standards as defined by the Information Technology Department	Land use permits, building permits, fire permits, code enforcement inspections
Permit Applications and related documents (Regulatory - Titles 6, 16, 25)	Electronic approvals, password protected email systems or portals, with an audit trail (True Point / Infor Public Sector)	Permit Application, Proof of Insurance, Supporting documentation
External routine contracts	PDF documents color scanned or emailed with handwritten signature with documentation as to authenticity; or Electronic signatures with approved and acceptable technologies that meet the Technical and Security standards as defined by the Information Technology Department (DocuSign, Adobe)	Contracts within the City Manager's or City Attorney's Authority
External non-routine contracts	Electronic signatures with approved and acceptable technologies that meet the Technical and Security standards as defined by the Information Technology Department	Contracts requiring Council approval
Customer Payments	Electronic signatures with Payment Card Industry Compliant (PCI) Technology as approved by the City Manager	Customer Payments
Library Patrons	As authorized by San Jose State University; or Electronic signatures with approved and acceptable technologies that meet the Technical and Security standards as defined by the Information Technology Department (BiblioCommons)	
Bid-related documents	Electronic signatures with approved and acceptable technologies that meet the Technical and Security standards as defined by the Information Technology Department (BidSync / Biddingo)	Notices Inviting Bids, Instructions to Bidders, Bid Compliance Forms, Proposals, Subcontractors Form

*This chart is not intended to be an exhaustive list, nor does it impose electronic signature as a requirement for any particular transaction.