

KREMMLING SANITATION DISTRICT

Policy on Electronic Signatures

Adopted: January 12, 2026

1. Purpose. The purpose of this Policy on Electronic Signatures (the “Policy”) is to authorize and govern the use of electronic signatures and electronic records in Kremmling Sanitation District (the “District”) transactions, consistent with Colorado law and best practices.
2. Authority. This Policy is adopted pursuant to, and shall be interpreted consistently with, the:
 - a. Colorado Special District Act, C.R.S. § 32-1-101 *et seq.*
 - b. Colorado Open Records Act (“CORA”), C.R.S. § 24-72-201 *et seq.*
 - c. State Archives and Public Records Law, C.R.S. § 24-80-101 *et seq.*
 - d. Colorado Uniform Electronic Transactions Act, C.R.S. § 24-71.3-101 *et seq.*
3. Electronic Signatures. The District authorizes the use of electronic signatures and electronic records in conducting District business to the same extent as handwritten signatures and paper records, except where prohibited by law or District policy. Electronic signatures and records executed in compliance with this Policy shall have the same legal effect and enforceability as handwritten signatures and paper records pursuant to C.R.S. § 24-71.3-107.
4. Scope of Authorized Use. Electronic signatures may be used for District business, including but not limited to:
 - a. Contracts and agreements.
 - b. Board resolutions and minutes.
 - c. Procurement and vendor documents.
 - d. Personnel and administrative documents.
 - e. Customer and operational forms.
5. Security and Authentication. Electronic signatures shall be executed using methods that identify the signatory, indicate the signatory’s intent to sign,

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associate the signature with the relevant record, and preserve the integrity of the signed record. These requirements are intended to satisfy C.R.S. § 24-71.3-109.

6. Public Records. Electronic signatures and records are subject to inspection and disclosure under CORA to the same extent as paper records.
7. Limitations. This Policy does not expand the authority of any officer or employee to bind the District or override statutory requirements for approval, execution, or recordkeeping.
8. Supplement to Law. The provisions of this Policy shall be in addition to and in supplement of any law of the State of Colorado.
9. Amendment. The Board may amend this Policy from time to time, only in writing following a duly called meeting.