

**ELECTRONIC SIGNATURES**

The Governing Board believes that the use of electronic records and signatures is a convenient paperless option that can increase efficiency in commercial and administrative transactions, reduce costs, and contribute to environmental sustainability in district operations. The Board authorizes the use of electronic signatures in district operations when authorized by law.

The Superintendent or designee shall ensure that any electronic signature utilized by the district conforms with criteria described in law and that the level of security is sufficient for the transaction being conducted. (Government Code 16.5; 2 CCR 22003, 22005)

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in BP/AR 3580 - District Records.

**Policy Reference Disclaimer:**

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

**State References**

- 2 CCR 22000-22005
- 5 CCR 16020-16022
- 5 CCR 16023-16027
- 5 CCR 430
- 5 CCR 432
- Civ. Code 1633.1-1633.17
- Civ. Code 1798.29
- Ed. Code 35252-35255
- Ed. Code 44031
- Ed. Code 49060-49079.7
- Ed. Code 8234
- Gov. Code 16.5
- Gov. Code 7920.000-7930.215
- Gov. Code 811.2

**Description**

- Public entity use of electronic signatures
- Records; general provisions
- District records; retention and destruction
- Individual student records; definition
- Student records
- Uniform Electronic Transactions Act
- District records; breach of security
- Records and reports
- Personnel file contents and inspection
- Student records
- Electronic signatures; childcare and development programs
- Electronic signatures
- California Public Records Act
- Definition of public entity

**Federal References**

- 15 USC 7001-7006
- 20 USC 1232g
- 20 USC 1400-1482
- 34 CFR 300-300.818
  
- 34 CFR 99.1-99.8

**Description**

- Electronic Records and Signatures in Commerce Act
- Family Educational Rights and Privacy Act (FERPA) of 1974
- Individuals with Disabilities Education Act
- Assistance to states for the education of students with disabilities
- Family Educational Rights and Privacy Act

**ELECTRONIC SIGNATURES** (continued)

**Management Resources**

California Department of Education  
Publication  
Website

**Description**

Management Bulletin 17-13, October 2017  
  
CSBA District and County Office of Education Legal Services

**Cross References**

3510  
3580  
5148  
5148.3  
6159.1

**Description**

Green School Operations  
District Records  
Child Care And Development  
Preschool/Early Childhood Education  
Procedural Safeguards And Complaints For Special Education