

**Policy 3523: Electronic Signatures**

**Status:** ADOPTED

**Original Adopted Date:** 06/01/2022 | **Last Reviewed Date:** 06/01/2022

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.

<b>State</b>	<b>Description</b>
2 CCR 22000-22005	Public entity use of electronic signatures
5 CCR 16020-16022	Records; general provisions
5 CCR 16023-16027	District records; retention and destruction
5 CCR 430	Individual student records; definition
5 CCR 432	Student records
Civ. Code 1633.1-1633.17	<u>Uniform Electronic Transactions Act</u>
Civ. Code 1798.29	<u>District records; breach of security</u>
Ed. Code 35252-35255	<u>Records and reports</u>
Ed. Code 44031	<u>Personnel file contents and inspection</u>
Ed. Code 49060-49079.7	<u>Student records</u>
Ed. Code 8234	<u>Electronic signatures; child care and development programs</u>
Gov. Code 16.5	<u>Electronic signatures</u>
Gov. Code 7920.000-7930.215	<u>California Public Records Act</u>
Gov. Code 811.2	<u>Definition of public entity</u>
<b>Federal</b>	<b>Description</b>
15 USC 7001-7006	Electronic Records and Signatures in Commerce Act
20 USC 1232g	Family Educational Rights and Privacy Act (FERPA) of 1974
20 USC 1400-1482	Individuals with Disabilities Education Act
34 CFR 300-300.818	Assistance to states for the education of students with disabilities
34 CFR 99.1-99.8	Family Educational Rights and Privacy Act
<b>Management Resources</b>	<b>Description</b>
California Department of Education Publication	Management Bulletin 17-13, October 2017
Website	<u>CSBA District and County Office of Education Legal Services</u>
<b>Code</b>	<b>Description</b>
3510	<u>Green School Operations</u>
3580	<u>District Records</u>
3580	<u>District Records</u>
5148	<u>Child Care And Development</u>
5148	<u>Child Care And Development</u>
5148.3	<u>Preschool/Early Childhood Education</u>
5148.3	<u>Preschool/Early Childhood Education</u>
6159.1	<u>Procedural Safeguards And Complaints For Special Education</u>
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