

Policy 3523: Electronic Signatures

Status: DRAFT

Original Adopted Date: Pending

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

2 CCR 22000-22005

Description

[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

[Uniform Electronic Transactions Act](#)

Civ. Code 1798.29

[District records; breach of security](#)

Ed. Code 35252-35255

[Records and reports](#)

Ed. Code 44031

[Personnel file contents and inspection](#)

Ed. Code 49060-49079.7

[Student records](#)

Ed. Code 8234

[Electronic signatures; child care and development programs](#)

Gov. Code 16.5

[Electronic signatures](#)

Gov. Code 7920.000-7930.215

[California Public Records Act](#)

Gov. Code 811.2

[Definition of public entity](#)

Federal

Description

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](#)

Management Resources

Description

California Department of Education Publication Website

Management Bulletin 17-13, October 2017
[CSBA District and County Office of Education Legal Services](#)

Cross References

Description

3580

[District Records](#)

Cross References

3580

5148.3

5148.3

6159.1

6159.1

Description[District Records](#)[Preschool/Early Childhood Education](#)[Preschool/Early Childhood Education](#)[Procedural Safeguards And Complaints For Special Education](#)[Procedural Safeguards And Complaints For Special Education](#)