

BRITTAN SCHOOL DISTRICT

Board Policy Electronic Signatures

BP 3523

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

State References Description

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2 CCR 22000-22005 Public entity use of electronic signatures -

<https://simbli.eboardsolutions.com/SU/jjoxXkoplusnISsKsUaPslshQplusYg==>

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 -

<https://simbli.eboardsolutions.com/SU/LBkkDX8OIBFu9JplusO9hdW9w==>

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 6252-6265 Inspection of public records

Gov. Code 811.2 Definition of public entity

Adopted: 8/2022