

**ELECTRONIC SIGNATURE**

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

- 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: 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 6252-6265: Inspection of public records
- Gov. Code 811.2: Definition of public entity

Federal

- 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

CA Department of Education Publication: Management Bulletin 17-13, October 2017

Policy Approved 10/12/22

Orcutt Union School District  
Orcutt, California