

Business and Non-Instructional Operations

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.

State Legal References

CODE OF REGULATIONS, TITLE 2

22000-22005 Public entity use of electronic signatures

CODE OF REGULATIONS, TITLE 5

16020-16022 Records, general provisions

16023-16027 District records, retention and destruction

430 Individual student records; definition

432 Student records

CIVIL CODE

1633.1-1633.17 Uniform Electronic Transactions Act

1798.29 District records; breach of security

EDUCATION CODE

35252-35255 Records and reports

49060-49079.7 Student records

8234 Electronic signatures; childcare and developmental programs

GOVERNMENT CODE

16.5 Electronic signatures

6252-6265 Inspection of public records

811.2 Definition of public entity

Federal Legal References

UNITED STATES CODE, TITLE 15

7001-7006 Electronic Records and Signatures in Commerce Act

UNITED STATES CODE, TITLE 20

1232g Family Education Rights and Privacy Act (FERPA) of 1974

1400-1482 Individuals with Disabilities Education Act

CODE OF FEDERAL REGULATIONS, TITLE 34

300-300.818 Assistance to states for the education of students with disabilities

99.1-99.8 Family Educational Rights and Privacy Act

Adopted: 10-22

ORANGE UNIFIED SCHOOL DISTRICT
Orange, California