

Business and Noninstructional Operations

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.

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
5 CCR 16020-16022
5 CCR 16023-16027
5 CCR 430
5 CCR 432
Civ. Code 1633.1-1633.17
Civ. Code 1798.29
Ed. Code 35252-35255
Ed. Code 44031
Ed. Code 49060-49079.7
Ed. Code 8234

Gov. Code 16.5
Gov. Code 6252-6265
Gov. Code 811.2

Federal

15 USC 7001-7006
20 USC 1232g

20 USC 1400-1482
34 CFR 300-300.818

34 CFR 99.1-99.8

Description

[Public entity use of electronic signatures](#)
Records, general provisions
District records, retention and destruction
Individual student records; definition
Student records
Uniform Electronic Transactions Act
[District records; breach of security](#)
Records and reports
Personnel file contents and inspection
Student records
Electronic signatures; child care and development programs
Electronic signatures
Inspection of public records
Definition of public entity
Description
Electronic Records and Signatures in Commerce Act
Family Educational Rights and Privacy Act (FERPA) of 1974
Individuals with Disabilities Education Act
Assistance to states for the education of students with disabilities
Family Educational Rights and Privacy Act

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Management Resources

CA Department of Education
Publication
Website

Description

Management Bulletin 17-13, October 2017

[CSBA District and County Office of Education Legal Services](#)

Cross References

Policy

3510
3580
3580
5148
5148
5148.3
5148.3
6159.1

6159.1

Description

[Green School Operations](#)
[District Records](#)
[District Records](#)
[Child Care And Development](#)
[Child Care And Development](#)
[Preschool/ Early Childhood Education](#)
[Preschool/ Early Childhood Education](#)
[Procedural Safeguards And Complaints For Special Education](#)
[Procedural Safeguards And Complaints For Special Education](#)

Policy

Adopted: June 22, 2023

PASADENA UNIFIED SCHOOL DISTRICT

Pasadena, California