Number: **BP 040**

Related Admin. Procedure: Pending
Authority: Board of Directors
Adopted: July 16, 2020
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Initiating Dept./Div.: Administration/SOD

BOARD POLICY

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ELECTRONIC SIGNATURES AND APPROVALS

PURPOSE

To establish a policy on the use of electronic signatures and approvals on District documents.

POLICY

In furtherance of its objectives to embrace innovation, increase efficiency, and encourage the use of paperless electronic documents, it is the policy of the Board of Directors to support the use of electronic signatures on District documents and to support the use of electronic approvals as part of the District's enterprise resource planning (ERP) system. To the fullest extent permitted by law, Central San accepts electronic signatures on District documents as legally binding and equivalent to handwritten signatures to signify an agreement in accordance with California Government Code Section 16.5. For authorized documents under this policy where state or federal laws, regulations, or rules require a handwritten signature, that requirement is met if the document contains an electronic signature, unless otherwise prohibited by such laws, regulations or rules.

The General Manager, or designee is responsible for determining acceptable technologies and vendors for electronic signatures to ensure the security and integrity of any data and signatures, and shall comply with all applicable regulations, including but not limited to ensuring that the level of security used to identify the signer of a document and transmit the signature are sufficient for the transaction being conducted. Documents which may require signature notarization, such as real property documents, will continue to be performed in-person for visual verification.

The use, or Central San's acceptance, of an electronic signature is at the option of Central San and the signer(s). Nothing in this policy requires Central San to use or accept the submission of a document containing an electronic signature.

[Original retained by the Secretary of the District]