



Huntington Beach Union High School District Board Policies and Administrative Regulations

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Business & 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.

The Superintendent or designee shall retain electronic records in accordance with law and regulations, and as specified in Board Policy/Administrative Regulation 3580 - District Records.

Policy adopted: 6-25-24