

Book	Policy Manual
Section	Vol 38, No 2_lg
Title	Vol. 38, No. 2 - January 2020 Revised AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURES
Code	po6107
Status	1) Reading and Review
Adopted	May 22, 2013
Last Revised	March 18, 2020
Last Reviewed	March 18, 2020

#### 6107 - AUTHORIZATION TO ACCEPT AND DISTRIBUTE ELECTRONIC RECORDS AND TO USE ELECTRONIC SIGNATURES

Unless a provision of law ~~enacted after September 14, 2000~~, specifically prohibits the use of an electronic record for the specified purpose, the Governing Board authorizes the acceptance and distribution/transmission of electronic records and electronic signatures to and from Educational Service Center staff and other persons, as well as between Center staff members. The Board further authorizes Center staff to create, generate, send, communicate, receive, store, process, use, and rely upon electronic records and electronic signatures. The Superintendent shall put in place measures to protect the integrity, security, and accessibility of electronic signatures and electronic records to comply with the mandates of State and Federal agencies or programs, including Medicaid.

All Center staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all Center staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

~~The Superintendent is authorized to develop administrative guidelines concerning~~ With regard to the acceptance and distribution/transmission of electronic records and electronic signatures ~~After giving due consideration to security~~, the Superintendent may specify the following:

- A. The manner and format in which the electronic records must be created, generated, sent, communicated, received, and stored, and the systems established for those purposes.
- B. If electronic records must be signed by electronic means, the type of electronic signature that is required, the manner and format in which the electronic signature must be affixed to the electronic record, and the identity of, or criteria that must be met, by any third party used by a person filing a document to facilitate the process.
- C. Control processes and procedures as appropriate to provide for adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records.
- D. Any other required attributes for electronic records that are specified for nonelectronic records or reasonably necessary under the circumstances.

~~All Center staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all Center staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.~~

15 U.S.C. 7001 et seq.  
Ohio Revised Code Chapter 1306

© Neola ~~2012~~2020

Legal

15 U.S.C. 7001 et seq.

Ohio Revised Code Chapter 1306