

BOARD OF DIRECTORS

Series 200

POLICY TITLE ELECTRONIC RECORDS AND SIGNATURES

No. 200.4

The Board of Directors authorizes the sending and acceptance of electronic records and electronic signatures to and from other persons or entities and further authorizes the creation, storage and use of electronic records and electronic signatures for the following records and contract documents or as otherwise authorized by the board from time-to-time, to the extent permitted by law:

- Administrative Personnel Contracts (including Student Support Specialists, Coordinators, Directors)
- Professional Contracts
- Administrative Secretarial Personnel Contracts
- Certified Personnel Contracts
- Classified Support Personnel Contracts
- Independent Contractor Agreements
- Vendors/Supplier Contracts
- Special Education Contracts

The board president, or the superintendent as may be permitted by the board for certain statutorily authorized contracts, is authorized to create and affix an electronic signature for the execution of authorized electronic records and contracts. The signature shall be an electronic sound, symbol or process attached to or logically associated with the record and executed or adopted with the intent to sign. The signature initially created shall be affixed upon the record or contract with proof of authenticity by affidavit of the board secretary.

Legal Reference: Iowa Code § 291.1, Iowa Code §279.8; Iowa Code §279.23; Iowa Code §279.20(2); Iowa Code §279.13(1)(c); Iowa Code §4.1(39); Iowa Code Chapter 554D.

Date Approved: February 10, 2014

Last Date Reviewed: November 20, 2023

Last Date Revised: November 19, 2018