

ELECTRONIC SIGNATURES

2.30010 BP
BOARD POLICY

PURPOSE	The purpose of this Policy is to ensure the District's use of electronic signatures in lieu of handwritten signatures for official District activities satisfies federal and state law and complies with other applicable Board policies, District procedures, and regulations or guidelines governing signature authority and approval.
APPLICABILITY	This Policy applies to all members of the District community and governs use of electronic signatures when conducting business or other activities on the District's behalf. This Policy does not mandate use of electronic signatures or limit the right to conduct transactions on paper. Nor does this Policy apply when a handwritten signature on a paper record is required by applicable law.
OVERSIGHT	Use of Electronic Signatures shall be in accordance with the Electronic Signatures District Procedure and overseen and managed by the Legal Department, in coordination with the Information Technology Department.
POLICY MODIFICATION	This policy may be modified or revoked at any time at the sole discretion of MCC's Board of Trustees.
REFERENCE	2.30010 DP Electronic Signatures District Procedure 2.25050 BP Information Technology Acceptable Use Board Policy