

ELECTRONIC RECORDS AND SIGNATURES

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:

Certified Personnel Contracts
Classified Personnel Contracts
Independent Contractor Agreements
All Checks

The Board President or the Superintendent, as may be independently authorized by the Board for certain contracts or checks, is authorized to create and affix an electronic signature for the execution of authorized electronic records contracts and checks. 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.

Approved 2-20-23 Revised 1-16-23