Hardin County Board of Developmental Disabilities
POLICY

Policy Number: B-14	Page: 1	Of: 1
Title: Board Operation		
Regulatory Authority:		
Effective Date: 9/18/2018, Review Date: 2/15/2022		
Reviewer/Job Title: Superintendent or designee		

ELECTRONIC SIGNATURES

(A) ELECTRONIC SIGNATURES

(1) In order to maximize the use of technology in daily operations, the HCBDD will facilitate the usage of electronic signatures for any and all records, where applicable. Electronic signatures, an automated function which replaces a handwritten signature with a system generated signature statement, will be utilized for documents and/or electronic entries.

(2) System general electronic signatures are considered legally binding as a means to identify the author of record entries and confirm that the contents are what the author intended. Staff and independent contractors will be allowed to utilize electronic signature in accordance with the policy and all applicable state and federal regulations.