3/28/17 - How do you affix your official seal to your electronic documents such as minutes?

I still print and store paper minutes, notices, resolutions.
I keep an electronic backup for query.
I send my auditor the electronics for him to review and he samples against the hard copies.

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Yes, we do affix our official seal manually to the minutes.

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On the original minutes with the pressed seal applied, we rub carbon paper over the seal in order that it is visible, then scan the original document electronically.

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We print a copy, execute, put the seal on it and then scan it, the Original is kept in the Master Minute Book for viewing upon request.

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I haven’t done any electronic. We have a stamp that embosses the seal.

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We print-sign and seal. Our minutes are in a binder. Previous ED's did not trust computers.

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Since the consortium was formed, we no longer have or use an official seal.  Has not been a problem.

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I seal the notice is all then scan it in but it does not show up well.

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My minutes are not electronic….once complete you print and seal.  I would think keeping a hard copy in a minute book is still a must even if you go paperless.

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We have the old stand by – a real hand press to emboss the board minutes  - we have not used a seal for electronic documents

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I scan the original with the official seal.

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We have an old fashioned press seal that leaves the seal imprint.

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Scan and pdf.

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Rub carbon paper over the raised seal to make it stand out.

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I have a metal hand held seal embosser

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I use the electric seal & then scan it-our scanner picks up the depression on the paper as a slight imprint. Should we be using something else?