

RESOLUTION NO. 26-002

A RESOLUTION OF THE BOARD OF DIRECTORS OF CALIFORNIA ELECTRONIC RECORDING TRANSACTION NETWORK AUTHORITY (CeRTNA) ADOPTING An ARTIFICIAL INTELLIGENCE POLICY

26-002 Purpose: Publicly available applications driven by generative artificial intelligence (“GenAI”), such as chatbots (e.g. ChatGPT, Google’s Bard, Microsoft Bing) or image generators (e.g. DALL-E 2, Midjourney) are widely available and generally helpful. But, while these content-generating tools may offer attractive opportunities to streamline work functions and increase our efficiency, they come with serious security, accuracy, and intellectual property risks. This policy highlights the unique issues raised by GenAI, helps CeRTNA employees and officers understand the guidelines for its acceptable use, and protects CeRTNA’s confidential or sensitive information, trade secrets, intellectual property, workplace culture, commitment to diversity, community perception, and community trust. Failure to abide by this policy can seriously jeopardize CeRTNA, its members, and community and therefore, may be grounds for employee discipline.

26-002.1 Scope: This policy applies to all CeRTNA employees regarding the use of any third-party or publicly available GenAI tools, including, but not limited to, ChatGPT, Google Bard, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks. This includes standalone tools as well as applications that incorporate GenAI functionality (e.g., developer assistants, note-taking tools, automation platforms, or tools such as OpenClaw).

26-002.2 Guidelines

DO:

- Understand that GenAI tools may be useful but are not a substitute for human judgment and creativity.
- Understand that many GenAI tools are prone to “hallucinations,” false answers or information, or information that is stale, and therefore responses must always be carefully verified by a human.
- Treat every bit of information you provide to a GenAI tool as if it will go viral on the Internet, attributed to you and CeRTNA, regardless of the settings you have selected within the tool (or the assurances made by its creators).

- Verify that any response from a GenAI tool that you intend to rely on or use is accurate, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with CeRTNA policies and applicable laws.
- If using a GenAI notetaker application, the CeRTNA employee is responsible for personally reviewing the notes to ensure accuracy.
- When using a GenAI notetaker application, the CeRTNA employee will be responsible for clearly obtaining consent of all participating parties at the beginning of the meeting or conversation where GenAI is taking notes.
- Carefully review, test, and verify your understanding of all GenAI outputs when using them to assist with technical tasks such as drafting or reviewing code, generating database queries, troubleshooting errors, or creating scripts.
- Be hyper aware that malicious chatbots can be designed to steal or convince you to divulge information.

DO NOT:

- **Do not** use GenAI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- **Do not** upload or input any confidential, proprietary, or sensitive CeRTNA or CeRTNA member information or personal information into any GenAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked "Confidential," "Sensitive," or "Proprietary," or any other nonpublic CeRTNA information that might be of use to competitors or ill-wishers or harmful to CeRTNA if disclosed. This may breach your or CeRTNA's obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause CeRTNA's rights to that information to be challenged.
- **Do not** upload or input any personal information (names, addresses, likenesses, etc.) about any person or entity into any GenAI tool.
- **Do not** represent work generated by a GenAI tool as being your own original work. Inform your manager or supervisor when you have used a GenAI tool to help perform a task.
- **Do not** use a GenAI notetaker application for privileged or confidential conversations.
- **Do not** integrate any GenAI tool with internal CeRTNA software without first receiving specific written permission from your supervisor and CeRTNA's IT Department.
- **Do not** generate or deploy code, scripts, database queries, or configurations using GenAI tools without fully understanding, reviewing, and testing the output.

26-002.3 Generally Acceptable and Unacceptable Uses

Use of GenAI in any instance must be expressly disclosed in accordance with this policy.

Generally acceptable uses of GenAI include the following. If you are unsure, or the situation is unique, contentious, or confidential, please consult with the Technical Director or the Executive Director *prior* to using GenAI. Use in these instances must still be disclosed in accordance with this policy.

- Use as defined in the Approved AI Tools List
- For general knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to pending projects.
- To create formulas for spreadsheets, database queries, or assist with technical scripting, subject to review and validation.
- To prepare an initial draft of an email or letter.
- To summarize online research or to create outlines for pending projects.
- To take notes during a meeting, which you later will review and confirm comport with your memory of meeting deliberations.
- To assist with software development and technical tasks such as drafting code, reviewing code for errors, generating test cases, writing database queries, or troubleshooting technical issues, with appropriate human review and validation.

Absolutely unacceptable uses include:

- Using any text created by a GenAI as the exclusive final work product of any kind.
- Copying and pasting, typing, or in any way submitting CeRTNA or CeRTNA member information or personnel data into the GenAI.
- Allowing GenAI tools to run code or perform tasks unsupervised and/or without review and complete understanding. (“vibe coding” is prohibited.)
- Failing to properly cite GenAI when used as a resource.

26-002.4 Approved AI Tools Requirement

The District shall maintain and periodically update a list of approved GenAI tools (“Approved AI Tools List”). Employees and Contractors may only use:

- Tools explicitly included on the Approved AI Tools List, or
- Tools that have received prior written approval from the Technical Director and the Executive Director

Any additions or changes to the Approved AI Tools List must be approved by the Technical Director and the Executive Director.

26-002.5 Disclosure

Employees must disclose when generative AI tools are used to materially assist in creating work product, including written content, calculations, or analysis. Disclosure should consist of a brief statement in writing describing the tool used and the extent of its contribution. Employees remain fully responsible for the accuracy and appropriateness of all work.

26-002.6 Violations

Violating this policy may result in disciplinary action, up to and including termination, and could result in legal action. If you are concerned that someone has violated this policy, report this behavior to the Technical Director or the Executive Director.

26-002.7 Disclaimer

Nothing in this policy is designed or intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by the National Labor Relations Act.

If you have any questions regarding this policy, please contact the Technical Director or the Executive Director.

THE FOREGOING was adopted by vote of the Board of Directors of the California Electronic Recording Transaction Network Authority (CeRTNA) this 8th day of July 2026.

AYES:
NOES:
ABSTAIN:

BY: _____
Sheri Thomas, Chairman, Board of Director

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STATE OF CALIFORNIA)
) ss.
COUNTY OF INYO)

I, Caroline Nott, Secretary to the California Electronic Recording Transaction Network Authority (CeRTNA), hereby certify the foregoing to be a full, true and correct copy of the record of the action taken by the Board of Directors, by vote of the members present, as the same appears in the Official Minutes of said Board at its meeting of April 09, 2025.

ATTEST:

Caroline Nott, Secretary
Board of Directors

