

Glide School District 12

Code: **EGA**
Adopted: 3/25/91

Office Communications Services - Fax

The Glide School District shall use FAX telecopying for the purpose of prompt exchange of information.

The superintendent shall develop procedures for:

1. Types of transmissions for which FAX will be used;
2. Assuring proper security of the FAX code number;
3. Developing a billing structure.

Generally, FAX transmissions shall be used for:

1. Transmitting confidential information;
2. Transmitting legal documents;
3. Exchanging information where immediate receipt is required.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)