

**Milton-Freewater
School District 7**

Code: **EGA**
Adopted: 11/23/93

Office Communications Services - Fax

The Milton-Freewater Unified School District No. 7 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](#)