

**Office Communications Services - Fax**

The 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

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**Legal Reference(s):**

[ORS 332.107](#)