Policy No.: 803.03 Approved: 5/10/2004 Reviewed: 1/18/2016

## **FAX SERVICE**

The district shall use FAX transmittals for the purpose of prompt exchange of infonnation. The superintendent shall develop procedures for:

- 1. Protecting the FAX code number from unsolicited users;
- 2. Transmitting confidential information;
- 3. Types of transmissions for which FAX will be used;
- 4. Developing a fee structure.