

# Office Communications Services - Fax Policy

Code: EGA

Amity School District 4J

Adopted: 2/14/90

## Office Communications Services - Fax

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

The superintendent shall develop procedures for:

1. Protecting the FAX code number from unsolicited users;
2. Securing confidential information;
3. Exchanging legal documents;
4. Developing a fee structure.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)