

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: October 21, 2004

REVISED: September 21, 2006

715. USE OF FAX MACHINES	
1. Purpose	The Joint Operating Committee recognizes that FAX communication allows for instant communication and also creates a permanent record.
2. Authority	FAX transmissions may be considered public documents and, as such, must be treated accordingly. Verification of authenticity, security of handling, time and place of receipt, and use of FAX documents are of utmost concern to the Joint Operating Committee.
3. Delegation of Responsibility	The Administrative Director or designee shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential.
4. Guidelines	<p>All FAX messages shall be properly logged and stored.</p> <p>All FAX messages sent shall be accompanied by a transmittal sheet that includes the school's name and cautions that it is intended to be privileged and confidential and for the use of the individual or entity named on the transmittal sheet.</p> <p>Personal use of FAX machines is not authorized.</p>