LENAPE TECHNICAL SCHOOL

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: April 17, 2008

REVISED: March 17, 2016

	715. USE OF FAX MACHINES
1. Purpose	
2. Authority	FAX transmissions may be considered public documents and, as such, must be treated accordingly.
3. Delegation of Responsibility	
4. Guidelines	All FAX messages shall be properly logged and stored. All FAX messages sent shall be accompanied by a transmittal sheet that includes the school's name and contains a confidential notice cautioning that it is intended to be privileged and confidential and for the use of the individual or entity named on the transmittal sheet. Fax transmissions should be time and place receipted.