



Facsimile machines (fax) are a boon to spies. They provide an ideal method of transmitting information to the opposition. The internal spy does not have to photocopy documents, or risk taking paperwork from the premises. Some fax machines can transmit to 20+ locations with one scan! New security procedures are necessary...

- **Basic premise.** Confidential papers should not be transmitted by fax unless encryption is used.

- **Accountability.** In sensitive areas, fax machine operation should be entrusted to one responsible employee.

- **Double check.** Confirm the destination fax number... before transmitting.

- **Warning.** Notify the recipients of sensitive transmissions... before transmitting. Ask them to wait at their machine while the transmission takes place.

- **Be sure.** Directly dial the phone numbers for all sensitive transmissions. Speed Dial features, although convenient, are mistakes waiting to happen.

- **Handshake Part 1.** The first page of all transmissions should be a cover sheet which identifies the intended recipient, the sender, the total number of pages being sent, and a confidentiality notice. (Call us for sample wording.)

- **Handshake Part 2.** Have the recipient confirm the number of pages actually received. Note: On many fax machines, pages become stored in memory if the paper runs out.

- **Audit.** Review your fax machine's Transmission/Reception Audit Reports. Make sure that documents are being sent only to authorized locations. Added benefit: In addition to detecting document theft, this procedure will also detect unauthorized use of the machine.

- **Investigate.** Review the fax machine's speed dial numbers, especially the ones that are not marked as being in use. Look for unauthorized numbers which have been programmed in. It is very easy for the internal spy to make transmissions to unauthorized destinations, while legitimately using the machine.

- **Cheap insurance.** Fax machine transmissions can be intercepted via ordinary wiretapping techniques. They also provide an excellent hiding spot for other types of electronic eavesdropping devices. Any machine which handles confidential information should be part of your regular electronic eavesdropping detection program.

- **VERY IMPORTANT:** Carbon film piano rolls from some *plain paper* fax machines contain a perfect copy of **all** transmissions received. Don't toss these expired rolls into the trash where they can be retrieved by spies. Also, don't let secretaries send them to "carbon recyclers" – **this is an old espionage scam.**

