



EXECUTIVE CHAMBERS
HONOLULU

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GOVERNOR

October 16, 2003

EXECUTIVE MEMORANDUM

MEMO NO. 03-10

TO: All Department Heads

SUBJECT: Facsimile Machine ID and Called Subscriber Identification Numbers

To improve communication between State offices and the public relative to the transmission of facsimile documents, the following policies are effective immediately:

1. Receiving Facsimiles

Make your agency's facsimile number available to the sender of the facsimile. The feature that provides the facsimile number to the sender is called "Called Subscriber Identification" (CSI) or (CSID). This feature is available on most facsimile machines today. Your agency facsimile machine operator should be familiar with this feature and how to activate it. Although not required by Federal law, this facsimile number confirmation will give the public assurance of successful facsimile transmittals.

2. Sending Facsimiles

Federal law 47, U.S.C. 227, Subsection (d)(2) requires a facsimile machine to print sender information in the header on any sent facsimiles. Please ensure that facsimile machines in your department are compliant with this Federal law. All facsimiles sent must print an identification banner at the top or bottom of every page that includes the date and time the facsimile is sent, the name of the agency sending the facsimile, and the facsimile telephone number.

If you have questions, please call the Department of Accounting and General Services, Information and Communication Services Division, at 586-1920.

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