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**From:** Townsend, Beth [ICRC] [<mailto:Beth.Townsend@iowa.gov>]  
**Sent:** Tuesday, December 17, 2013 10:52 AM  
**To:** Cook, Ed [LEGIS]  
**Subject:** RE: State Government Efficiency Review Committee - Agency directors request

I have requested input from staff members and received one recommendation provided below:

My suggestion for improving efficiency with all State Government offices, including our agency, is to install software that will allow faxes to be received at each employee's computer. I think it was probably during my time with Motorola, when I used such a software. Basically, the faxes arrived as attached documents via email directly to the intended party.

One of the benefits of this software would be to decrease the time it would take for the State employee to receive faxes. Currently, the State employee may have to wait for the fax to be received at a fax machine, check and see if it has been received, or otherwise wait until the fax has been delivered to the employee's desk or in-mail folder.

The other benefit would be to take another step towards becoming paperless and more environmentally friendly, as not every fax would necessarily need to be printed. This method of receiving faxes would provide another means by which to communicate with the parties we talk to, and improve the efficiency with which we receive faxes. While there would be an initial investment in the software and possible hardware, the benefits from such a change would be long lasting.

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