Campus Administrative Policy

Policy Title: ListServ Use

| Policy Number: 50XX | Functional Area: Information Technology |

Effective: April 1, 2020 (Pending)
Date Last Amended/Reviewed: January 20, 2020
Date Scheduled for Review: July 1, 2027 (Pending)
Supersedes: N/A (New Policy)

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Responsible Officer: Associate Vice Chancellor for Office of Information Technology (OIT);

Applies to: University of Colorado Denver
University of Colorado Anschutz Medical Campus

A. INTRODUCTION

The University of Colorado Denver | Anschutz Medical Campus (“the university”) list server facility is provided to support the academic, research and administrative activities of the University. All terms and conditions of Campus Administrative Policy 5001, Acceptable Use of Information Technology Resources, apply to the use of university List Serves.
B. SCOPE

This policy covers all academic, clinical, research, and administrative units, as well as centers and institutes of the University of Colorado Denver | Anschutz Medical Campus.

C. POLICY STATEMENT

1. Students and other CU Denver and CU Anschutz community members may create and make use of an OIT-managed listserv that may be used in fulfillment of the education, research, and service missions of the school and university. Student workers who have authority by administrative personal can request a list.

2. All lists require an approval of a Director or Associate Dean or higher in order to have the list created.

3. All lists that contain more than 500 subscribers shall be moderated lists. Messages to these lists shall be required to have moderator/owner approval before the message can be posted to the list. Lists are to be used specifically for the function defined by the list owner. For any lists that contain more than 500 subscribers, the function of the list must be defined by the owner.

4. The list owner(s) is responsible for the ownership, management, and content of their lists. Lists will not be owned by OIT, nor will OIT have discretion over the management of the list or distributions to the list. All management of the list falls to the owner(s) of the list who, at the initial request for a list, will sign an agreement with OIT assuming responsibility for the list and for adherence to University of Colorado Denver | Anschutz Medical Campus policies.

5. People not associated with the University of Colorado Denver | Anschutz Medical Campus may be invited to participate on a list but are not allowed to own a list.

6. All listservs must comply with the Campus Administrative Policy 5001, Acceptable Use of Information Technology Resources and Campus Administrative Policy 5011, E-mail.

7. OIT will regularly note from the server the number of messages and size of the lists to identify any unusual activity that could compromise server function for the university as a whole. Any problems will be discussed with the list owner.

8. OIT may remove a listserv from the OIT-List server if policies are not followed.

9. OIT ListServes shall not be used for any political activities which includes supporting or opposing any candidate for any political office.

10. OIT ListServe shall not be used to promote commercial products or private businesses.

Subscriptions:
1. Lists with non-University of Colorado subscribers must use subscription confirmations.

2. List subscriptions cannot be enforced and must allow a participant to 'opt out'.

3. Lists cannot be set up as 'open' so non-subscribers can post to them.

**Backups:**

Backups of list membership, settings, and archives (if any) are retained for 30 days.

**Deletions:**

- OIT will delete lists that remain dormant for a period of 6 months or contain only a single member. In such cases the list owner is notified, and has 30 days to respond to the OIT list manager ([helpdesk@ucdenver.edu](mailto:helpdesk@ucdenver.edu)) to request that the list be retained.

- OIT will delete lists that remain dormant for a period of 12 months, contain no members, or are being used to promote commercial organizations without notification. In the case of promoting commercial organizations, the list owner's access may also be suspended from the OIT list server.

**Notes**

1. Dates of official enactment and amendments:
   April 1, 2019: Adopted by the Chancellors (Pending)

2. History:
   April 1, 2019 (Pending): Created and adopted to establish the purpose, authority, and protection of the IT ListServ facility and any university information that is stored within.

3. Initial Policy Effective Date: April 1, 2019 (Pending)

4. Cross References/Appendix:
   - Campus Administrative Policy 5001, Acceptable Use of Information Technology Resources
   - Campus Administrative Policy 5011, Email