

KMA Listserv Policy and Guidelines

The purpose of the KMA Listserv is to:

- Network with colleagues.
- Quickly resolve problems and seek solutions.
- Seek advice or answers and get responses quickly.
- Encourage members to actively participate in discussions or simply monitor information.
- Provide a tool in which all members can stay involved with the KMA organization.

Listserv Rules:

- Do not post commercial messages for the solicitation of products and services.
- Do not use defamatory, abusive, profane, threatening or offensive language or include unlawful materials in e-mails sent to the Listserv.

Listserv Etiquette:

- Include your name at the end of each message posted to the Listserv.
- E-mails posted to the Listserv should be professional and concise.
- E-mails are increasingly considered to be recoverable under the Open Records Act. Keep Listserv topics and material written in a manner that recognizes this possibility for you and your colleagues.
- All Listserv participants have the ability to reproduce or forward messages sent to the Listserv. Members should have the expectation that e-mails may be forwarded internally for the purposes of generating an answer to a question asked by a colleague, but in most cases should not be shared outside of our respective staffs.