

## IFNH POLICY

Category	Content
<b>Policy Name:</b>	IFNH Announcements ListServ
<b>Section #:</b>	700.2
<b>Section Title:</b>	Information Technology
<b>Approval Authority:</b>	Director of Administration & Finance
<b>Responsible Executive:</b>	Director of Administration & Finance
<b>Responsible Office:</b>	IFNH Business Office
<b>Contact:</b>	Business Specialist: phone 848-932-3675
<b>Adopted:</b>	09/08/2017
<b>Reviewed:</b>	05/20/2020
<b>Revised:</b>	05/20/2020

### 1. Policy Statement

To facilitate proper communication to the residents of the IFNH Building. The ListServ is for official IFNH business to announce emergency situations, planning, logistics, coordination of special events and other important/noteworthy items.

### 2. Reason for Policy

To ensure residents are informed and prepared for any activity at the IFNH that may affect or be of interest to its Members.

### 3. Who Should Read this Policy

Residents or members of the NJ-IFNH.

### 4. Resources

Rutgers Acceptable Use Policy 70.1.1 *"Computing and information technology resources must be used only for their intended purposes. Violations include using university computing or network resources for advertising or other commercial purposes."*

70.1.2 – Information Classification

70.1.4 – Information Security Awareness, Training and Education

70.2.22 – Information Security: Electronic Information and Information System Access Control

### 5. Definitions

**Membership** - IFNH Residents or members who have a common interest in events and activities at the Building.

**Administrator** – person with a valid NetID email address should be in the form NetID@rutgers.edu or [NetID@XXXX.rutgers.edu](mailto:NetID@XXXX.rutgers.edu) will be charged to administer the list. Should there be complaints about the management of the list, they should be taken up with the list administrator, and failing that, the IFNH Director for Administration and Finance who has disciplinary authority over the list administrator.

### 6. The Policy

- a. It is the responsibility of the individual that would like to be a member of the listserv to send an email message to [ifnh\\_announcements@email.rutgers.edu](mailto:ifnh_announcements@email.rutgers.edu) and type "subscribe" or "unsubscribe" (without the quotation marks) in the subject line.
- b. The request will be reviewed by the Administrator and the individual will be notified when they have been added to the list serv.
- c. All posts to the Listserv will be moderated by the Administrator for approval/denial posting.
- d. The ListServ must be used for official University related business/activities only.