Campus Mailing List Policies

This page captures issues where policies related to the University of Illinois Campus Mailing List Service.

- Email size limit
- New Mail list requests
- Archive
- Closed Lists
- List Ownership Transfer
- Campus Mailing List - Service Level Agreement

Email size limit

- There is a 10MB limit on total message size which includes: message header, body and attachment(s).

New Mail list requests

- New lists must be related to the mission of the University of Illinois by educating and creating knowledge toward the betterment of society.
- Only Faculty, Staff, GRA (Graduate Research Assistant), TA (Graduate Teaching Assistant) and Student officers of Registered Organizations (RO) can request new lists.
  - Only @illinois.edu or @uillinois.edu users can request new lists.
- The person who requests the new list becomes the default "privileged owner" and has 'full' administrative and configuration privileges for that list. The privileged owner can assign other owners and moderators to assist with management and list management.
- No Electioneering - It is against State law to use State of Illinois resources for electioneering and political activities. This means you cannot use the mail lists to endorse specific candidates or parties. The legal definition of electioneering is:


```
What is Electioneering?

(10 ILCS 5/9-1.14)
Sec. 9-1.14. Electioneering communication.
(a) "Electioneering communication" means, for the purposes of this Article,
    any broadcast, cable, or satellite communication,
    including radio, television,
    or Internet communication, that (1) refers to (i) a clearly identified candidate
    or candidates who will appear on the ballot for nomination for election,
    election, or retention, (ii) a clearly identified political party, or (iii) a clearly identified question of public policy that will appear on the ballot,
    (2) is made within (i) 60 days before a general election or consolidated election or (ii) 30 days before a primary election,
    (3) is targeted to the relevant electorate, and (4) is susceptible to no reasonable interpretation other than as an appeal to vote for or against a clearly identified candidate
```
for nomination for election, election, or retention, a political party, or a question of public policy.

(b) "Electioneering communication" does not include:
   (1) A communication, other than an advertisement, appearing in a news story, commentary, or editorial distributed through the facilities of any legitimate news organization, unless the facilities are owned or controlled by any political party, political committee, or candidate.

   (2) A communication made solely to promote a candidate debate or forum that is made by or on behalf of the person sponsoring the debate or forum.

   (3) A communication made as part of a non-partisan activity designed to encourage individuals to vote or to register to vote.

   (4) A communication by an organization operating and remaining in good standing under Section 501(c)(3) of the Internal Revenue Code of 1986.

   (5) A communication exclusively between a labor organization, as defined under federal or State law, and its members.

   (6) A communication exclusively between an organization formed under Section 501(c)(6) of the Internal Revenue Code and its members.

(Source: P.A. 96-832, eff. 7-1-10.)

Archive

- The email Archive for a list is kept for 1 year unless the list owner coordinates a different recycle period.

Closed Lists

- If a list doesn't receive email for one year it is considered inactive and will be closed by the Admins.
- Closed lists will be purged from the Campus Mailing List Server after 1 year of being closed.
- The list owner can request a closed list be reinstated at any time before the system purge.
- The system purge will occur when a list is inactive for 1 year and is closed for 1 year.
List Ownership Transfer

- The new owner of a mail list must be a campus Facility, Staff or Student Officer of a Registered Organizations (RO).
- The easiest way to transfer ownership is for the current "privileged owner" to assign a new "privileged owner". This can be accomplished by clicking on: (Admin) > Edit Config > List definition - Owner, add the new owner's email address and name to the Owners List and select the 'privileged' setting under the 'profile' field.
- If a previous owner leaves the University and does not delegate new ownership, the Campus Mailing List Admins can assign another person ownership as long as they are Faculty, Staff or Student officer for that RO. We will verify the new person's identity with the Campus Directory and Student Officers of ROs will be verified using https://illinois.collegiatelink.net/Organizations which is updated by http://union.illinois.edu/get-involved/office-of-registered-organizations.