



USING RECORDS MANAGEMENT LISTSERVS

1

ALWAYS USE THE SIGNATURE BLOCK

A signature block should always be used in e-mail, but especially when posting to or responding on a listserv. Records officers from across state and local government subscribe to VA-ROL and may not know each other. Always include at a minimum your first and last name, agency/locality, and e-mail address.

2

RESPOND!

In addition to being used by Records Analysis to share information and updates, VA-ROL is meant to be used by records officers for discussion of records management topics and to share questions or challenges that arise in managing their agency/locality program. When one of your peers posts to the list with a question that you're able to answer, please respond! The listserv is only as useful as members use it to engage with one another.

3

REPLY OFF LIST

When you reply to a message from the listserv, your response goes back to the listserv, not just to the person who sent the original message. If a message requests an off-list response, or you want to engage in a deeper discussion with someone, select "Forward" then copy their e-mail address from their signature block into the To line of your e-mail.

4

IGNORE EMAILS THAT DON'T APPLY TO YOU

Not all messages sent to the listserv will apply to you or your agency/locality! When that's the case, delete the e-mail without responding. When someone uses the listserv to solicit opinions, experiences, or examples, please respond with positive, meaningful content. Please avoid non-responses such as "We don't do that," "That's never happened here," or "Me/Us too!"

5

SEARCH THE ARCHIVE

You can search for past messages sent to VA-ROL by using the [list archive](#). You can look through posts by month or use "Search the archives" to find messages by sender name, subject, or date range. If you're asked to log in and you don't have a password, choose "get a new LISTSERV password." Make a note of your password for future use.

For more information, visit our [website](#)!