

Administrative Codes and Registers (ACR) ListServ FAQ

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Frequently Asked Questions

Q1: WHAT IS A LISTSERV?

A: A ListServ is an automated E-mail system that is typically maintained by subject matter. New users generally subscribe by sending an E-mail message with the word "subscribe" or "join" in it. Then, subscribers automatically receive ALL new postings made to the list. They then have the option of replying to the entire group, or just to the original sender. ListSers are also sometimes called ListProcs.

Q2: HOW DID THE ACR LISTSERV BEGIN?

A: In February 1997, the Administrative Codes and Registers Section (ACR) began an E-mail directory. The following July, Municipal Code Corporation offered to host a ListServ for ACR. ACR officers discussed the issue and presented it (via E-mail) to members during September 1997. As of November 17, 1997, everyone listed on the ACR E-mail Directory became a subscriber to the List. In February

2001, ACR officers decided to bring the operation of the ListServ "in-house". The ListServ now functions on a Utah state government server.

Q3: WHO ARE THE MEMBERS OF THE ACR LIST?

A: Subscribers to the ListServ include members of ACR (including vendors) and others with a professional interest in administrative rules. As of February 23, 2009, there are 131 members: 110 government and emeritus members (from US state, federal, and territorial governments including rule drafters, publishers, and reviewers), 17 publishers or vendors, and several others.

Q4: WHO MAY USE THE ACR LISTSERV?

A: The ACR ListServ is a **private** ListServ. **YOU MUST BE A MEMBER OF THE LISTSERV TO SEND (POST) MESSAGES.** It is the intent of the ACR officers to **limit access** to the ListServ to (1) ACR members (see Article IV of the ACR Bylaws) and to (2) those who have a professional interest in administrative rules. The List Administrator must approve new subscriptions.

To subscribe, send an E-mail message to "join-acr" at "list.utah.gov". The message must include the following information as part of the message box:

- Name
- Job title
- Agency/company name
- Mailing address
- Phone number
- Fax number, and, of course
- E-mail address

The List Administrator must approve your subscription before you may send or receive messages.

Q5: WHAT IF I DECIDE I DO NOT WANT TO BE A MEMBER OF THE ACR LISTSERV AFTER I SIGN UP?

A: Unsubscribe. Every message that comes from the ListServ includes instructions for unsubscribing. Basically, you simply need to send a message from your E-mail account to the E-mail address that appears at the end of a message you receive from the list.

Q6: HOW DO I USE THE ACR LISTSERV?

A: Here are a few instructions that will help you use the ACR ListServ effectively.

1. We recommend that you create a mail folder for ACR ListServ information and messages. You will be sent a copy of ALL messages, including your own.
2. To send a message to everyone who currently subscribes to the List, just send mail to "acr" at "list.utah.gov" (without the quotes).
3. **PLEASE!** Use the subject field to describe your message. Then, type your message in the body of the E-mail and send it.

4. When replying to a message, you have to decide whether you want to reply to:
 - a. everyone (including each publisher/vendor) who is a member of the ListServ, in this case, you may simply click reply; or
 - b. the individual who sent the message.

Q7: CAN I ATTACH A DOCUMENT OR FILE TO A MESSAGE I SEND TO THE ACR LISTSERV?

A: Yes. However, be very careful. Documents (like Word or Excel documents) may transmit viruses. Scan any document you intend to distribute to the list with a virus scanner. Also be aware that some individuals may not have the software required to open your attachment. Therefore, you may receive requests for an alternative format.

The best alternative to attaching a document is to convert the document into a text file and paste it into your E-mail message. This way, everyone will be able to read it, and the ListServ will process the information as part of your message.

Q8: ARE THERE ANY OTHER RULES REGARDING USE OF THE ACR LISTSERV?

A: *Are you kidding?* We are an organization of people who live and breathe rules! Of course there are rules!

1. The ListServ may not be used to distribute commercial advertisements or solicitations. Anyone who does so will be removed from the List.
2. Messages sent to the ListServ must be related to the objectives of ACR. If you are ever in doubt, read Article II of the ACR Bylaws) before you send your message.
3. Messages sent to the ListServ must be of general interest to a majority of ListServ members. For example, a request for publication contract provisions would be an appropriate communiqué to the ListServ. Your reply to this request would also be appropriate for the entire ListServ. However, if you want a paper copy faxed to you from a particular state, send your request directly to that person, not the entire ListServ.
4. If you use an auto-responder to tell people that you are out of the office, or that you received their messages:
 - a. Please set up your auto-responder so that it will not respond to messages from the list.
 - b. Alternatively, unsubscribe from the ListServ. You may re-subscribe when you return to the office.

As we use this tool, we will need to refine these rules and, perhaps, make a few more. If you encounter problems or have concerns about how the ListServ is being used, contact Ken Hansen ("khansen" at "utah.gov").

Q9: WHO OPERATES THE ACR LIST?

A: Since February 2001, the ACR ListServ has been operated by the state of Utah, Division of Administrative Rules. Contact Ken Hansen ("khansen" at "utah.gov") if you have concerns or suggestions.

Q10: IS THERE ANY PLACE ELSE I CAN GET GENERAL INFORMATION ABOUT ACR?

A: Yes! ACR's web page address is <http://www.administrativerules.org/>. You may also contact one of the officers or regional representatives (see the ACR Officers page -- http://www.administrativerules.org/index.php?option=com_content&view=article&id=47:acr-officers&catid=48:aboutacr&Itemid=53).

Q11: DOES ACR OPERATE ANY OTHER LISTSERVS?

A: No, not at this time.

Q12: WHAT IF I HAVE OTHER QUESTIONS ABOUT THE ACR LISTSERV?

A: Contact Ken Hansen at ("khansen" at "utah.gov").

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