

STANDARD ADMINISTRATIVE PROCEDURE

61.99.99.M0.02

Electronic Distribution A

Approved November 14, 2003

Revised March 7, 2007

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Standard Administrative Procedure Statement

To reduce paper and printing costs associated with the distribution of various communications to administrators, staff, and faculty, Texas A&M University will utilize an electronic distribution system. Distribution of official university electronic communications may be accomplished through the Distribution A LISTSERV (Distribution A).

Archives for Distribution A memoranda can be found on the internet at [Texas A&M University Electronic Distribution A](#).

Official Procedure

1. IDENTIFYING RECIPIENTS TO RECEIVE DISTRIBUTION

1.1 Departments

All departments are required to create and maintain, in the University electronic directory, one department e-mail entry to be used for Distribution A. That entry must designate at least two individuals in that department who will disseminate Distribution A messages to others in the department. Further, departments will be notified annually and asked to verify that all information is current.

1.2 Individuals

Individuals may sign up on an “as-desired” basis by completing the request form online at the sign-up web page for [Texas A&M University Electronic Distribution A](#).

Annual reauthorization (distributed electronically) will be required to maintain access. Any address that is returned undeliverable will be dropped automatically from the list.

2. PROCEDURES AND GUIDELINES

2.1 Authorization to Make Distribution

In order to manage the distribution of information, contact the authorized individual for your respective division as identified at the web page for [Distribution A Guidelines](#).

These individuals will determine the appropriateness of the communication for distribution. Departments wishing to send information through Distribution A should contact one of the authorized individuals to coordinate the posting of the message.

Messages should be formatted as plain text to ensure the message is readable. HTML-formatted content is also readable by most email programs. However, do not include formatted information, pictures, tables, and graphics. These objects should be posted on a Web page with a link to the Web page in the body of the message.

2.2 Eligible Information

Information sent through Distribution A will be categorized as follows:

- University Notifications
- Policy Changes
- Event Announcements/Invitations
- Workshops/Seminars
- Financial Management Issues
- General Information

3. RESPONSIBILITY OF DEPARTMENT RECIPIENTS OF DISTRIBUTION A COMMUNICATIONS

It will be the responsibility of the department recipients to determine how to further distribute these communications. In order to assist with this process, the following are suggested salutations and distributions/postings:

- *President, Vice Presidents, Provosts, Deans, Directors and Department Heads* - distribute at department discretion
- *University Administration, Faculty, and Staff* - distribute to all employees in respective departments

Contact Office

CONTACT: Office of the Chief Information Security Officer

OFFICE OF RESPONSIBILITY:

[Associate Vice President for Information Technology & Chief Information Officer](#)