

List server account request questions

Name of the office, program, and contact person for the list;

The purpose of the list;

Monthly news letter distribution

An abbreviated name of the list, e.g. hipaa, or mpa101; (3 char agency prefix like dot- or cms-)

The name of the person(s) who will be maintaining the list, i.e. a list administrator who will add or make changes to list members, etc., if such a person is available;

Is the list a one-way announcement (email marketing, only list administrators can send messages) list, or a two-way discussion list (i.e. every member can contribute messages to the list)?

If the list is a two-way discussion list, is the list moderated (i.e. a list administrator needs to approve every message sent to the list)?

If the list is moderated, the name(s) of the list administrator(s) who will approve messages;

Estimated number of members on the list and volume/frequency (e.g. daily or monthly) of messages;