Listserv List Request

NOTE: NIH LISTSERV lists are for official U.S. Government business only. Creation and ownership of lists on the NIH LISTSERV Facility are restricted to HHS employees and
The following information is needed to set up a new list on the NIH LISTSERV facility. The application form should take approximately 5-10 minutes to complete. Once the applic
completing this form during business hours, please contact NIH IT Service Desk or by phone 301-496-4357 (local)-- 866-319-4357 (toll-free)-- 301-496-8294 (TTY)

NIH LISTSERV Home Page

List Name:
[REQUIRED Note: **Space is not allowed**]
REES_10_NINDS_BRODY
Example: OFFICE-COMM, *etc.*

List Title:
[REQUIRED]
REES_10_NINDS_BRODY

Owner Name:
[REQUIRED]
KRIS SHARER
First Last

Agency: NIH

Owner Phone:
[REQUIRED]
240-515-1750
In the format xxx-xxx-xxxx, example: 123-456-7890

Owner Email:
[REQUIRED]
KRIS.SHARER@NIH.GOV (Kris Sharer)
Example: usera@mail.nih.gov (Full Name)

Second Owner Email:
If decided, Full name is required after the email
Example: userb@hhs.gov (Full name)

Third Owner Email:
If decided, Full name is required after the email
Example: userc@psc.hhs.gov (Full name)

List Description:
If decided, Describe the List's purposes

Type of List:
- ○ Unmoderated Discussion List
- ○ Moderated List
- ◉ Announcement List

Editor(s):
ONLY REQUIRE for Moderated List
(coma delimiter) Example: Editor1@nih.gov, Editor2@cdc.hhs.gov, Editor3@somewhere.com, etc...

Who Can Join the List:
- ○ Open (Anyone)
- ○ By the Owner (Subscribers Request; Owner Adds)
- ◉ Closed (Cannot Subscribe; Owner Must Add)

Reply To:
- ○ Reply to whole list
- ◉ Reply to Sender

Attachment Policy:
- ○ Accept messages with attachments
- ○ Accept messages but remove attachments
- ◉ Reject messages with attachments

Is the List Confidential:
- ○ Public (List in Global Address List)
- ○ Semi-Public (List in Archive Index; Hide from Global Address List)
- ◉ Confidential (Hide from Global Address List)

Service Area:
- ◉ NIH ONLY
- ○ HHS ONLY
- ○ GLOBAL

List Archives: No Archives

Access to List Archives: Owners

Reset Submit