



## General Access Agreement for the Records and Information Management Professionals Listservs

As a condition of initial and continuing access to its listservs, Records and Information Management Professionals Australasia requires those members wishing to participate to accept and adhere to the terms of the following Access Agreement.

### Rules

1. Records and Information Management Professionals Australasia has made its listservs available for the purpose of providing a forum for the discussion of issues relating to records and information management.
2. Members must comply at all times with the Privacy legislation. Since any information posted on the listservs may be downloaded, reproduced, and disseminated without the knowledge of the sender(s), members should use extreme care when posting or sending such information.
3. Responses to discussion topics are not to be relied on as professional opinions or advice, and such responses are not intended to constitute guidelines or to supplant a judgment with respect to particular situations.
4. Members should exercise both common sense and courtesy in the messages they transmit on the Records and Information Management Professionals Australasia listservs and may not use the listservs to transmit defamatory, obscene, and otherwise offensive communications.
5. Members are prohibited from using the Records and Information Management Professionals Australasia listservs to communicate with competitors about prices or terms of service, to exchange proprietary information with anyone, or otherwise communicate in a manner that may violate laws.
6. Members may not post or distribute files, articles or other information subject to trademark, copyright, or other proprietary rights, except with the express consent of the owner of the rights.
7. Members must respect the security of the Records and Information Management Professionals Australasia listservs and may not attempt to gain access to areas private to Records and Information Management Professionals Australasia or its members.
8. Members are prohibited from using the Records and Information Management Professionals Australasia listservs for any other purposes that may be illegal. For example, Records and Information Management Professionals Australasia listservs may not be used to solicit or disseminate information having to do with, or to conduct any activity relating to, illegal drugs, pornography, gambling, spreading computer viruses, software infringement, trafficking in credit card codes, or other crimes.
9. The Records and Information Management Professionals Australasia listservs may not be used in a manner that violates the bylaws or any other policies, procedures, rules or regulations of Records and Information Management Professionals Australasia.
10. Records and Information Management Professionals Australasia shall deny access to its listservs to any individual who has not agreed to the terms of this Access Agreement and reserves the right to terminate access to any member who does not abide by such terms.
11. Messages are to be posted in PLAIN text and attachments should not be posted.

## Limitation of Liability and Indemnification

The views expressed on the Records and Information Management Professionals Australasia listservs are those of the individual contributors. They do not and should not be construed as representing the views of Records and Information Management Professionals Australasia. Records and Information Management Professionals Australasia makes no warranty, guarantee, or representation as to the accuracy or sufficiency of the information posted on the Records and Information Management Professionals Australasia listservs, whether posted by Records and Information Management Professionals Australasia or any third party, and Records and Information Management Professionals Australasia assumes no responsibility or liability regarding the use or misuse of such information for any purpose.

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**NEVERTHELESS, RECORDS AND INFORMATION MANAGEMENT PROFESSIONALS AUSTRALASIA RETAINS THE RIGHT TO MONITOR POSTED INFORMATION AND REMOVE MESSAGES OR MATERIALS THAT IT BELIEVES DO NOT COMPLY WITH THE TERMS OF THIS ACCESS AGREEMENT OR ARE NOT IN THE BEST INTERESTS OF RECORDS AND INFORMATION MANAGEMENT PROFESSIONALS AUSTRALASIA.**

**EACH MEMBER HAVING ACCESS TO THE RECORDS AND INFORMATION MANAGEMENT PROFESSIONALS AUSTRALASIA LISTSERVS SHALL INDEMNIFY AND HOLD RECORDS AND INFORMATION MANAGEMENT PROFESSIONALS AUSTRALASIA HARMLESS FROM AND AGAINST ANY AND ALL LIABILITY, CLAIMS, DAMAGES, LOSSES, COSTS AND EXPENSES (INCLUDING REASONABLE ATTORNEYS' FEES) RELATING TO HIS OR HER ACTS OR OMISSIONS OR TO MATERIALS OR INFORMATION HE OR SHE TRANSMITS IN CONNECTION WITH THE USE OF THE LISTSERVES.**

## Amendment

Records and Information Management Professionals Australasia reserves the right to modify the rules of this Access Agreement as it determines from time-to-time in the best interests of Records and Information Management Professionals Australasia, provided all listserv participants are notified prior to any such change.