

DRAFT: Email Exploder Usage Principles

1. Email exploder is intended for general discussions only.
2. Email exploder may be used for any unofficial business associated with standard development, such as research, sharing of information, transfer of knowledge, “brainstorming”, idea development, and preliminary document drafting.
3. Email exploder may not be used for formal solicitation or submission of public comment, publication of documents, or official standard deliberations.
4. No decisions made as a result of deliberations on an email exploder will be considered official until officially discussed and deliberated at an appropriately noticed committee or task force meeting.
5. Discussions on the email exploder are considered unofficial and will neither be posted on the NAESB website nor considered a part of the official record of the standard development.
 - a. Any discussions intended to be a part of official standard deliberations should be sent directly to the NAESB office
 - b. Official discussions may also be sent simultaneously to the exploder, but the NAESB office should be the primary addressee and the email should contain specific instructions to the office regarding the intent of the email to be included as part of the official record.
6. No documents distributed via the exploder will be posted to the NAESB website;
 - a. Requests for document posting on the NAESB website must be sent directly to the NAESB
 - b. Official requests for document posting may also be sent simultaneously to the exploder, but the NAESB office should be the primary addressee and the request must contain specific instructions to the office regarding how the document should be posted (e.g. – standards development page, meeting page, or project documents page).
7. Emails sent to the email exploder will be retained by the NAESB office [I PROPOSE FOLLOWING OPTIONS]
 - a. Until the minutes of the next officially noticed meeting are finalized
 - b. For a period of no less than 1 year, or
 - c. Until the standard associated with the email is ratified (this would require somehow tagging all the emails with the appropriate request #)