

## Policies and Procedures Regarding Mailing Lists 3-27-2009

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Mailing lists comprise a system of records established to assist in carrying out the various programs of WSU Extension. These mailing lists are for the sole use of Extension personnel. Extension's policy is that these lists should not be furnished directly or indirectly to any other person, firm, association, or Federal Government agency. The release of these lists could adversely affect the credibility of Extension within the community. Mailing lists are not Federal records and, therefore, not covered by the Federal Freedom of Information or Privacy Acts that pertain to Federal records. This longstanding policy of the U.S. Department of Agriculture is based in part on 18 U.S.C. 1902, 7 U.S.C. 472, 7 U.S.C. 1373 (c), and Title 7 C.F.R. Part O, Subtitle A, Subpart B, which provides:

- *Lists of names of farmers, business people, or employees that may be available in the department shall not be released to anyone unless it is determined that such release is required by the Freedom of Information Act.*
- *Lists of manufacturers, dealers, breeders, etc., shall not be furnished so as to imply that the Department endorses certain firms to the possible detriment of others, or that the lists necessarily include all dealers of a certain line.*

This policy should be conveyed to anyone requesting lists. However, state freedom of information regulations may apply to these records. If people requesting these lists wish to pursue the matter, they are at liberty to request them through a public records request to the university. See [WSU Business Policies and Procedures Manual 90.05.1](#).

Mailing for other federal government agencies using WSU Extension lists is allowed, but discretion should be exercised.

- WSU Extension will under no condition provide the list to other agencies for their use. All mailings done in support of other agencies must be conducted by WSU Extension personnel.
- When WSU Extension mails information for other agencies, the material must conform to all WSU Extension policies and procedures.
- WSU Extension will not send out information for other agencies related to a regulatory function. This could confuse clientele and compromise WSU Extension's position as an unbiased educational service provider.
- The other agency should pay the total costs of the mailing, including postage and processing.

Any exceptions to this policy must be approved in advance by the Associate Dean for WSU Extension.