

USENIX Association Policies

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BOARD OF DIRECTORS

Annual Meeting

The Annual Meeting will be held once a year, no earlier than April 1. The date and location of the Annual Meeting will be announced in *;login;*, and posted on the Association's Web site.

Delegation to Staff

In connection with their oversight of the day-to-day business of the Association, the Board hires an Executive Director, to whom they delegate their day-to-day responsibilities.

Expenses Paid by USENIX

All reasonable and proper expenses of Board members for attendance at all Board meetings will be paid by USENIX.

All reasonable and proper expenses of Board members for attending USENIX-sponsored events that are not covered by the conference will be paid by the Association.

Committees

The Board authorizes the President to strike committees.

Past President

The ex-President shall become an ex-officio, non-voting member of the Board of Directors, for a period of one year, unless re-elected as a Board member.

Consent Agenda

Typical consent agenda items will be informational in nature, although this is not required.

The consent agenda is addressed at the beginning of the meeting, in particular, before considering changes to the main agenda. No discussion of any kind is allowed. However, if anyone wants to discuss any item, that item is removed from the consent agenda without challenge. Discussion of the removed item may either be added to the agenda for the current meeting, or postponed to a later meeting.

No expenditures may be authorized or approved by consent items. It is expected that consent items may—and will—report on budget matters, in which case they should be marked as such, so as to facilitate monitoring of the budget. It is suggested that budget-related items reference the Board action that approved the expenditure in question.

Minutes

Minutes of all regular meetings of the Board shall be taken by the Executive Director, Secretary, or designee. Said minutes will be kept on file at the USENIX Office. Summaries of the minutes will be published on the Association's Web site as soon as practical after each meeting.

Minutes of executive sessions are to be kept confidential, and delivered to the Association's attorney for safekeeping.

Notice of Meetings/Waiver of Notice

Notice of the place, date, and time of each special meeting shall be given each director by whom it is not waived by letter or by authenticated electronic means not less than 48 hours before the meeting. Unless otherwise indicated in the notice thereof, any and all business may be transacted at a special meeting.

Waiver of notice of special meetings shall be by letter or by authenticated electronic means addressed to the President.

Nominations

When selecting a chair for the nominating committee, as set forth herein and in the Bylaws, the Board should choose a Member who intends not to run for the Board in the election for which they will be presenting nominations. Said Chair should be advised that the Board requests that all members of the nominating committee also intend not to run. Nominations from the Nominating Committee shall be announced by publishing the Committee's report in the Association's newsletter, including the names of all Committee members. All valid nominations shall appear as candidates on the election ballot.

Elections

Within four weeks following the close of nominations the Secretary shall cause to be compiled and mailed to all voting members a ballot that includes a brief statement by each candidate. All voting, including on the election of Directors but excepting where otherwise required by law, shall be either by written or electronic ballot received by the Association as it shall specify in its published announcements of voting events.

The Secretary shall designate a date for the ballot to be distributed to its members. If distributed by mail, each ballot must bear a due date not less than four nor more than six weeks after the date of entry of the ballot into the mail and shall be distributed by first class mail for domestic members and by airmail for international members. If by electronic means, this policies document will set forth the

procedures for distribution. The ballots will be counted within two weeks following the due date. No ballots received after the due date will be counted, regardless of postmark.

If the ballot is distributed by electronic means, this information must include a due date that is at least thirty days from the time of distribution. Ballots will be tabulated within two weeks following the due date. No votes received after the due date will be counted.

All elections shall be determined by a plurality of the votes cast, and except as otherwise required by law, all other matters shall be determined by a majority of the votes cast. In the event of a dispute over the outcome of a vote of the members, the Executive Director shall select an independent third party to audit the ballots, and the result of that audit shall be published.

Ties with respect to the votes cast for candidates for any Office and the Directorship that affect the outcome of the election shall result in run-off elections, the results of which shall be determined by a majority of the votes cast for each such position. The Secretary shall designate a date for ballots to be distributed to members for such run-off election; which date shall be no later than three weeks following the date on which the results of the prior election has been announced to the membership. All other procedures with respect to run-off elections shall be as described herein for other elections.

The newly elected Directors shall be informed of the results and of the date that their term begins, within one week of the results of the election being known. The results of the vote will be announced to the members immediately thereafter.

Board Election Procedures

General Procedures

The ballot for the election of Board of Directors shall be provided via mail or on the USENIX Web site. If the ballot is distributed by electronic means, members shall obtain access to the ballot via their USENIX Web accounts, which are available free of charge to all USENIX voting members. Each voting member may vote once on each ballot, after which the ballot shall become inaccessible. When accessing the ballot, members will be presented both with a ballot and with an explanatory Web site containing candidate statements.

The Ballots

If paper, two versions shall be produced. The two shall be distinguished by paper color and shall vary otherwise only in the order in which candidates are presented.

The ballot shall be divided into two sections. The first section shall list the officer candidates, arranged in the following order: President, Vice President, Secretary, Treasurer. If more than one candidate runs for an office, the candidate names shall appear in alphabetical order. Beside each candidate's name one voting box shall appear.

The explanatory text for this part is:

"For each officer position, mark at most one candidate. If more than one box is marked for a position, the ballot will be considered null and void. For each position, the candidate with the most votes is elected [see bylaws 3.4.5]."

The second part of the ballot shall contain the candidates for Directors at Large. The candidate order shall be varied in the two versions of the ballot. Beside each candidate's name one voting box shall appear.

The explanatory text for this part is:

"Mark at most 4 candidates. If more than 4 boxes are marked for Director at Large, the ballot shall be considered null and void. The 4 candidates with the most votes are elected [see bylaws 3.4.6]."

Candidates' Statements

Candidates shall each provide a candidate statement by an announced due date that is at least two weeks in advance of the opening of the election. A candidate statement Web site shall be made available to members from one week after the announced due date to the due date for the ballot, and

shall contain each candidate statement. The statement length may be limited by space constraints, at staff discretion, but candidates must approve their final statement before publication. If an approved statement has not been received by the announced date, no statement will appear for that candidate. A photo of the candidate may optionally be provided. The candidate may, if he or she wishes, also provide a URL and/or email address to be included in the candidate's statement. The sections will be presented in this order: President, Vice President, Secretary, Treasurer, Directors at Large. If there are multiple candidates for a position, they shall be presented in alphabetical order within the relevant section.

Soliciting Votes from Members

Votes shall be solicited via electronic mail to all voting members at least two weeks before the ballots open for voting. This mail shall announce the due date for the ballot, give details of how to access candidate statements, and details on how to vote. An additional electronic mail message shall be sent to members when the ballot is open for voting, and a third electronic mail message shall be sent when the ballot is closed for voting.

MEMBERSHIP

Classes of Membership

The Association offers the following classes of membership:

Voting Members

- Individual Member. Any person who, or organization which, has a bona fide interest in the purposes of the Association, is eligible to become an Individual Member.
- Institutional Member (Corporate and Educational). Any person who, or organization that, has a bona fide interest in the purposes of the Association is eligible to become an Institutional Member. Only a single designated representative of an institution is eligible to receive member benefits.
- Honorary Member. The Board at its sole discretion can appoint any person who or organization which has a bona fide interest in the purposes of the Association as honorary members. Such members will not be required to pay dues.
- Affiliate Member liaison. The designated representative of an Affiliate Group shall be considered an Individual Member.
- Retired Member. Any person who is retired and not gainfully employed is eligible to become a Retired Member.
- Special Circumstances Member. Any person who has experienced financial hardship due to unemployment, disability, or hardship resulting in severely diminished funds for membership, and submits a statement attesting to his/her circumstances.

Non-Voting Members

- Student Member. Any full time student at an accredited institution is eligible to become a student member.
- Individual complimentary members
- Affiliate Group members. Any member of an approved group is eligible to become an affiliate member. An approved group must have a minimum of 100 affiliate members who will share a common expiration date. A single payment shall be made for the entire group annually.
- The Board may establish additional classes of non-voting members as it sees fit.

Membership Application

All classes of members shall submit name, postal address, and email address. USENIX provides options for members to block third-party mail from either/both addresses.

Benefits of Membership

The benefits of USENIX membership are

- An online or print subscription to ;login:
- Access to USENIX Jobs Board
- The right to vote on matters affecting the Association and for its Directors.
- Discounts on USENIX technical conference registration fees
- Discounts on purchases of industry-related publications

Educational and Corporate members may request additional copies of ;login:. Corporate members receive the membership discount on technical sessions at our conferences for up to five (5) attendees.

In view of Mel Ferentz, Lou Katz, and Debbie Scherrer's contributions to the USENIX Association and its predecessors, they are granted lifetime Honorary Memberships in the Association. Winners of the USENIX Lifetime Achievement Award ("The Flame") are also granted Honorary Memberships.

Annual Membership Dues

Please see <https://www.usenix.org/membership-services> for current dues.

Loss of Membership

Members shall lose their membership upon expiration, or written notice from the Association, after it has been determined that they have failed to renew their membership, or as otherwise determined by the Board. A loss of membership may be appealed in writing within 90 days, addressed to the Executive Director, or any Board member, stating why membership should be reinstated. The Board of Directors shall act upon an appeal within 90 days of its receipt, and shall notify the appellant in writing of its decision within thirty days thereafter.

FISCAL POLICIES

Expenditures: Review, Approval, and Reporting

The Executive Director shall report to the Board on the state of the budget at each in person Board meeting, and to the Treasurer monthly.

The Executive Director or designee approves all expenditures. Functional managers authorize the expenses for their department. However, the Executive Director or Deputy Director approves every expense over \$20,000.

All contracts that require USENIX to pay more than \$75,000 shall be reviewed by at least two of the following three individuals: the Executive Director, the Deputy Director, or a functional area manager. The USENIX attorney shall review any new terms from such contracts, as determined by one or both of the USENIX reviewers. "New" terms are those that are not substantially similar to terms that the attorney has reviewed in prior contracts signed by USENIX. Discretion shall remain with the Executive Director or Deputy Director to identify intentionally negotiated terms that the attorney need not review.

Accounts

USENIX will maintain two separate sets of accounts: one for annual operating funds and another for long-term reserve funds. The division of USENIX monies into operating expenses and reserve funds is intended to facilitate budgeting and monitoring the status of this effort to increase reserves.

The operating funds are invested according to the fiscal policy described in the Investments and Deposits section below. The management and guidelines for the two sets of accounts are specified in this section and are intended to reflect their different purposes.

For the operating funds, the controls are intended to facilitate Staff efforts to efficiently manage the Association. The liquidity of these monies is essential to the functioning of the Association and, while the safety of the principal is important, the yield is less so.

For the reserve funds, the controls are intended to emphasize the role of these monies as the savings of the Association and to highlight any need to dip into these savings. The yield of these investments is

important but is limited by the conservative guidelines described below; liquidity is less crucial as the funds should not be used to cover any operating expenses except in time of significant need.

The Treasurer and the Executive Director together shall have the authority to close old accounts and open new accounts. The movement of all monies shall follow the restrictions specified below for simple movement between accounts and for expenditures. If any of the individuals specified below cannot perform their duties or are unavailable (for example, for medical or foreign travel reasons), then any other officer of the Board of Directors is authorized to act in their stead.

The Board of Directors shall approve the selection of an independent certified public accounting firm to perform an annual review of the complete financial books and records of the organization in conformity with standards established by the AICPA. Under the AICPA standards, this firm may provide consulting or other services during the year, but may not maintain the basic books and records of the organization. During the year, the USENIX Office shall maintain a general ledger on a monthly basis and shall produce accrual based financial statements encompassing all financial activity of the organization.

The Operating Funds

The operating funds of the Association are divided across checking accounts and temporary investment accounts. Any and all monies may be freely moved among any of the operating funds accounts held under the name of the USENIX Office, and from any of these accounts into the reserve fund accounts held under the name of the USENIX Office. Expenditures shall be made from the checking accounts. At the beginning of any quarter, the operating fund accounts should have monies to cover the G&A and personnel costs and reasonable estimates of pre-Conference costs for the quarter. The Executive Director, Finance Director, and Treasurer will use conservative estimates so as to assure that sufficient funds are available. This work has always been a part of the selection of the Association's various investments.

Checking accounts which serve as petty cash accounts will be held below \$6000 at all times.

All checking and temporary investment accounts will be maintained and controlled by the individuals filling the positions specified below and, while there should be no restrictions on moving monies among these accounts, expenditures in excess of \$75,000 shall require two signatures.

On these accounts, the Executive Director, the Deputy Director, the Development Director, and any current member of the Board of Directors are authorized to appear on the Banks' signature cards. When one signature is required on any operating fund account, any signatory can sign. When one signature is required on any petty cash checking account, any employee designated by the Executive Director can sign. When two signatures are required on any of these accounts, any two account signatories may sign.

Checking accounts:

- USENIX Office accounts (managed by Executive Director)

All expenditures shall be made from the checking accounts. Multiple checks should never be written at one time to a single payee in order to avoid the multiple signature requirement for checks over \$75,000.

Temporary investment accounts:

- USENIX Office accounts (managed by Executive Director)

All monies shall be invested according to the fiscal policy described in the Investments and Deposits section below. Monies deposited into these investment accounts may be transferred by the authorized Staff member as necessary and convenient into any of the checking accounts held under the name of USENIX within the maximum insured by the FDIC.

Reserve Fund Policy

The Reserve Fund is a clearly segregated, professionally managed investment account. These monies have been set aside over the years from donations and operating excesses in good times, to serve as a reserve for the Association in tough economic times, and when unforeseen circumstances occur.

It is the Board's intention to add to the Reserve annually whenever possible. The Board also may choose

to draw on the Reserve to subsidize the operating budget when times are lean, and it is difficult to otherwise balance the operating budget. As part of the budget approval process, the Executive Director shall make a recommendation to be approved by the Board, to either appropriate funds from the Reserve, or plan to add to it.

It is not the intention of the board to allow the Reserve Fund to grow without bound. Should the fund grow beyond a size deemed by the Board to be prudent for stabilizing ongoing operations and providing security for the Association, the Board will endeavor to use excessive surplus to support and nurture activities consistent with the goals of the Association.

In addition, there are substantial funds designated as Operating Funds. These funds provide working capital to the operations of the Association. Since these funds must carry the Association's activities comfortably through their heaviest working capital needs, the level of cash needed will depend heavily upon the conference schedule for the upcoming year and the size of the cash flow swings. If the Operating Fund requirements change, the Executive Director may ask the Board to allocate funds to or from the Reserve, on a temporary or permanent basis.

Should an emergency arise requiring an immediate transfer of money from the Reserve fund to the Operating Funds, beyond that in an authorized budget, the Executive Director shall convene a meeting of the Board of Directors, either in person, telephonically, or via electronic mail to approve the transfer. If, after due diligence, such a meeting cannot be convened in the necessary amount of time, the Executive Director and Treasurer, after consulting with all available Board members in whatever manner is feasible, are jointly authorized to transfer the funds. In any case, any such transfer shall be immediately communicated to the Board and a report on the current fiscal status of the Association shall be communicated to the Board as soon as practical but in any event no later than the next Board meeting.

Investments and Deposits

It is the policy of the USENIX Association

1. To obtain the maximum prudent return on funds while ensuring protection of invested cash. USENIX investments must not be designed for speculation; however, it is recognized that all investments carry with them some degree of risk, and
2. To ensure that USENIX has adequate cash-on-hand to meet operating expenses.

Operating Funds Investments

Operating funds may be invested in any of the following:

- Federally insured certificates of deposit, federally insured savings accounts, and money market funds that invest in United States Government securities that are backed by the full faith and credit of the United States Government;
- United States Treasury Bills and Notes and United States Government Securities that are backed by the full faith and credit of the United States Government;
- AAA rated bonds and United States Government guaranteed mutual funds;
- Federally insured interest-bearing checking accounts; and
- Funds trading in only these investments and regulated by the Securities and Exchange Commission

Investment Policy

Objectives for the Fund are:

- To maximize return within reasonable and prudent levels of risk.
- To provide exposure to a wide range of investment opportunities in various markets while limiting risk exposure through prudent diversification.

The investment guidelines are based upon an investment horizon of greater than five years; therefore cyclical fluctuations should be viewed with appropriate perspective.

Short-term liquidity requirements are anticipated to be minimal. The Association's spending policy indicates that 5% of the principal balance is to be distributed annually for funding "good works" when

USENIX's annual revenues exceed expenses. The Reserve fund also serves as the "safety net" of the Association, and assets kept in shorter term fixed income investments are intended to provide this function.

USENIX recognizes and acknowledges that some risk must be assumed in order to achieve long-term investment objectives.

In general, USENIX would like the assets to earn a targeted return which exceeds the spending plan of 5% and which allows the reserve fund to grow at a moderate rate, with the intention of keeping up with inflation and growth in membership. It is the goal of the Association to invest the "safety-net" portion of the reserve fund in a conservative way that emphasizes capital conservation. The balance of the fund may be invested in more aggressive investment vehicles

The Executive Director and the Treasurer shall set the goals and investment guidelines for the money managers based on their judgment of the needed "safety net" and the growth of the organization.

The desired investment objective is a long-term rate of return on assets that is superior to the performance of the Standard & Poor 500 Index for the equity portion of the portfolio, measured over a full market cycle of 5 to 7 years. The fixed income portfolio should be measured against an appropriate comparative index. The results should always be measured on a net of fee basis.

Securities Guidelines

The following are provided as general guidelines:

Equity Position: As a result of evaluation and guidance that concluded with a reduction in the Equity portion of portfolio to further preserve capital and limit risk, while allowing reasonable growth through prudent investment vehicles domestically and abroad.

Fixed Income Position: To further capital preservation and provide moderate income into portfolio it is concluded that an increase into the Fixed Income position shall be increased to a level to achieve desired long-term investment objectives.

Equity Securities

Target is 40-60% of portfolio (percentage to be determined by the Executive Director and Treasurer)*

Equity holdings in any one company should not exceed more than 5% of the market value of the Reserve Fund. Not more than 20% of the market value of the portfolio should be invested in any one economic sector.

- Domestic Equity (Large) – Target Range 35-45% of Portfolio

Equity holdings shall consist of readily available marketable securities of corporations that are actively traded on the major U.S. exchanges, and markets and mutual funds consisting of such securities. The managers shall have the discretion to invest a portion of the assets in cash reserves when they deem appropriate. However, the managers will be evaluated against their peers on the performance of the total funds under their direct management. Holdings of individual securities shall be large enough for easy liquidation. Equities should be re-balanced at least annually.

- International Equity (Large) – Target Range 5-15% of Portfolio

To further take advantage of the greater globalization of the world and domestic economy and that more than 50% of the GWP is produced by non-U.S. countries it is concluded that to efficiently continue to maintain exposure to a wide range of investment opportunities in various markets while limiting risk exposure through prudent diversification that an exposure to international growth of non-domestic large companies is practical to the overall long term investment objective. The portfolio will consist of individual large foreign equity holdings that are traded on major foreign exchanges. The International equity securities shall be large capitalization companies.

*If the Managers deem necessary, during periods of high volatility and/or high risk markets the Reserve allocation may be temporarily reduced to 30%.

Fixed Income Securities

Target is 40-55% of portfolio. Eligible investments include U.S. corporate fixed income securities, asset backed securities, non-U.S. fixed income securities, and cash equivalents. The core of this portion of the portfolio should be comprised of high quality corporate bonds and government securities with duration of less than five years.

All fixed income securities held in the portfolio shall have Moody's Standard & Poor's and/or Fitch's credit quality rating of no less than BBB. U.S. Treasury and U.S. government agencies, which are unrated Securities, are qualified for inclusion in any portfolio. No more than 20% of the market value of the portfolio shall be rated less than single "A" quality, unless the manager has specific written authorization.

The exposure of the portfolio to any one company, other than securities of the U.S. Government or agencies, shall not exceed 5% of the market value of the portfolio. The exposure to one mutual fund shall not exceed 10% of the portfolio. Non-U.S. fixed income securities should not exceed 10% of the portfolio.

Years where withdrawals are significant to fund operating expenses, these funds should be invested in short term liquid fixed income investments. These amounts should be separated out from the above allocations guidelines. This will be reviewed based upon one-year projections of the Association.

Reimbursement for Travel

USENIX will reimburse for reasonable travel expenses in accordance with our regularly updated policies posted at <https://www.usenix.org/about/legal>.

CONFERENCES

General Policies

Sales are permitted on the exhibit floor.

USENIX provides Internet connectivity for attendees at its conferences. Wireless networks are open and insecure, and we strongly recommend that all users encrypt their transmissions. Users are solely responsible for the security of their passwords and data. Illicit or intrusive use of the network, including packet sniffing, is expressly forbidden. Anyone who violates the policy will be given a verbal warning on the first offense, and banned from the conference on the second offense.

Selection of Program Chair

Selection of the program chairs will be made by the Executive Director, in consultation with previous program chairs, steering committee (where applicable), and the USENIX Board of Directors.

Fees

Please see each conference's Web site for registration fees, which are posted when registration opens: <https://www.usenix.org/conferences>.

Vendor Display/Exhibits/Sponsorships

Please see each conference's exhibition/sponsorship prospectus, which is linked from each conference's Web site: <https://www.usenix.org/conferences>.

Cancellation Policy for Registrants

Requests for refunds must be made in writing, and must be postmarked not later than seven days prior to the start of the meeting for which the refund is requested. If a registrant cannot attend, another person may be substituted. Substitution requests may be made by telephone.

Guidelines for "In Cooperation" Sponsors of USENIX Events

In-cooperation sponsorship of a USENIX event entails the following:

All publicity relating to this conference is to state that the event is sponsored by USENIX "in cooperation with [the organization]." USENIX will list the cooperating organization on all related marketing materials, including the conference Web site, direct mail pieces, and emails about the event, as well as all marketing exchange partner Web banners and Web and print advertisements.

The cooperating organization will promote the USENIX event on their Web site, online calendars, emails, blogs, and posting lists. Said promotions must be pre-approved by USENIX. Acceptable types of promotion include: banners and buttons, supplied by USENIX, on Web sites; short descriptions of the conference; announcements from the conference organizers. USENIX will provide the in-cooperation organization with a description of the conference, a Web banner and button that will point to the event's Web site, and other materials they can use to promote the event as needed.

If requested, USENIX will supply a table at the event where the in-cooperation sponsor's membership and publications information may be displayed.

There may be an arrangement concerning registration fees for the in-cooperation sponsor organization's members.

MAILING LIST

Attendee Lists

Event attendees can contact a fellow attendee after the conference by emailing a request to conference@usenix.org, including BOTH the first and last names of the person you wish to contact as they appear on the attendee list from the event. You will receive an email back giving that attendee's email address.

Postal Mailing Lists

The USENIX Association's postal mailing list consists of members and related computing systems professionals who attend high-level technical conferences and workshops. These lists are made available for one-time usage only to carefully selected Media Partners, Sponsors, and organizations that are USENIX Supporters. USENIX reserves the right to reject an order at any time.

EXECUTIVE POLICIES

This section sets out policies of the Executive Director. As such, they may be modified at any time without Board approval.

Personnel

The Executive Director has the responsibility for hiring staff. In the case of lay-off or termination, the Executive Committee shall be informed.

Staff performance evaluations are conducted quarterly. Personnel policies and benefits are available from the TriNet website. Changes to benefits may require Board approval.

Disposition of Retired Assets

Equipment that is obsolete or out of date will be retired from the Association's list of assets and given to staff, other non-profits, or to a recycling service. Staff members who receive such items agree that the items received will not be offered for sale to a third party.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY

The USENIX Association seeks to foster workplace and conference environments that are free from all aspects of discrimination and sexual harassment. To that end, employees are covered by a harassment policy from TriNet, our Professional Employer Organization, and USENIX has established a Code of Conduct that applies to our events. See <https://www.usenix.org/conferences/coc>.

GIFT POLICY

No employee shall seek, directly or indirectly, anything of value in connection with any transaction or business of the USENIX Association. Any gifts or offers of entertainment of more than nominal value must be refused. Gifts of food from current suppliers of goods and services to the USENIX Association may be accepted at the Executive Director's discretion, such food to be distributed among all the employees.

ONLINE PUBLICATIONS

Right to Withdraw Access

USENIX reserves the right to remove content and publications under its control from public access at any time for any reason. Occasionally, USENIX receives notices alleging that the content on its Web site, in its own publications, or in the papers and conference proceedings it publishes may infringe third party rights or may otherwise violate some law or regulation. USENIX does not usually take a position on the merits of these allegations. However, when this happens, USENIX will inform the authors of the allegations and may remove the identified content or publication from public access. USENIX may restore the material, at its discretion, when it deems appropriate. USENIX may also send the notice containing the allegations to Chilling Effects.

USENIX Blog

Authors who post to the USENIX blog retain ownership of the copyright of the content that they post. By publishing blog entries on the USENIX Web site, blog authors agree that (1) the post does not contain any defamatory or other unlawful content; (2) the post does not infringe upon the rights of others; (3) the contents of the post are original to the author; and (4) USENIX is free to use the contents of your post for any purpose without any notification or compensation to the author. USENIX reserves the right to remove blog content from public access and to revoke the blog author's permission to post to the USENIX blog at any time.

USENIX ELECTRONIC COMMUNICATIONS RETENTION POLICY

Purpose

To limit storage requirements and reduce the significant potential financial and legal hazards to which we may be exposed by keeping electronic communications indefinitely.

Scope

This policy is intended to reduce the volume of electronic communication retained that provides no value to the organization. Information required by law to be preserved is not governed by this policy. "Electronic Communication" is defined as email, instant messages, and other logged communication sent or received by USENIX employees and/or stored on USENIX equipment.

Policy

With exceptions noted below, electronic communications over two (2) years old will be deleted.

Electronic communications meeting any of the following conditions should be retained until no longer relevant or required:

- Has operational value:
 - Administrative actions taken or planned
 - Reports and recommendations
 - Policies, procedures, guidelines, and templates
- Has legal or evidential value; *i.e.*, is required by law to be kept
- Has fiscal value; *i.e.*, is essential information concerning the financial transactions of the organization
- Has historical significance; *i.e.*, is of long-term value in documenting past events

- Has vital value; *i.e.*, is critical for ensuring operational continuity after a disruption or disaster

Since email and instant messaging systems are not designed to be records-retention or document-management systems, email and instant messages that have lasting value should be moved to dedicated storage on our networked file system and/or printed and filed appropriately.

Encrypted exchange of electronic communications is discouraged except when exchanging sensitive information over an insecure channel. In those cases, the encrypted email should be destroyed as soon as the information within ceases to be useful.

In the case of email used for file transfer, unless the email contains other information that needs to be retained (see the guidelines above), the attachments should be saved to the appropriate file system and the email deleted.

USENIX retains backup of our data for two (2) years.

Enforcement

Accounts will be randomly audited for compliance.