



E-Mail Account Removal Policy

Applies To:	All	Policy Number:	ITS-0010
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Policy

Student e-mail accounts are subject to removal after twelve months of inactivity.

Employee accounts are subject to immediate removal upon termination.

Supervisors requiring a terminated employee maintain access are to provide a request in writing to the Associate Vice President for Information Technology and include a proposed date for account removal. Acceptance or denial of this request will be communicated to the requesting supervisor.

Supervisors may be granted access to a terminated employees account by request and for a limited period of time for the proper processing of outstanding work maintained in the employees account.

Retiree's may be granted the opportunity to continue to use their University E-Mail account for the convenience of communications regarding retirement matters with the Human Resources department.

Retiree's are required to remove all indications of employment from the signature section of the e-mail system. Business communications received into a retiree account are to be immediately forwarded to the retiree's supervising position e-mail address and notification to the sender must be provided indicating the change in employment status as well as a point of contact for future business communications.

The University reserves the right to keep the retired employee's e-mail account and issue a new account.