

Procedures for Account Termination

The account termination process is initiated in one of 3 ways:

1. When an account authorized for a specific time period reaches the expiration date.
2. When an individual is terminated (employment, enrollment, or consultant contract), and the electronic records systems (Great Plains and/or PowerCampus) are updated to reflect this termination.
3. In an emergency situation on the request of a Dean, Vice-President or higher ranked university official. Such a request must be followed up in the records systems within 72 hours.

When the termination process is initiated:

1. The individual's account in Active Directory is immediately disabled (and the change propagated to other systems that the individual had been authorized to access, including email), removing their access to systems.
2. An E-mail notification goes to the individual's supervisor, and the HR department notifying them that the account has been disabled, and that they must request data transfer within 90 days if they need E-mail or data from the personal file-share.

If the supervisor (or Dean or Department Head) wishes to obtain the terminated account's file-share data or e-mail:

1. The individual's supervisor, Dean, or Vice-President submits a "Transfer of Data Request" [Countersigned by HR department] to the IS Department which designates to whom the terminated individual's data will be transferred.
2. The terminated individual's email files will be packaged into a .pst file, and all files in the terminated individual's personal file share will be packaged into a .zip archive file.
3. The .pst and .zip archives will be placed in the designated recipients departmental or Personal file share.
4. The terminated individual's accounts and file shares will be deleted.

If no "Transfer of Individual's Data Request" is received within 90 days, the terminated individual's email and files will be permanently deleted.



Charles R. Drew University of Medicine and Science

Information Technology Department

Transfer of Data Request Form

Date submitted: / /

Individual whose data is being requested (e.g. terminated employee)

Last Name:	First Name:
Department:	Position:
E-mail Address: (REQUIRED)	Location: (REQUIRED)

Change E-mail auto response to refer business email to: (name, title, email)

Change E-mail auto response to refer personal email to: (name, email)

Transfer the following data from the terminated account:

- E-mail Files (delivered as a .pst file readable by Microsoft Outlook)
- Personal File Share (from server) (delivered to departmental or personal share folder)

Where should this data be delivered?

Place in shared network folder- Address: _____

Authorization

Former employee's Department Head or VP

Director of Human Resources

Return this request to Information Technology Department after obtaining both authorization Signatures.

Information Technology Department Use Only

Date Transferred:	Transferred By:
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