

## 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 IT 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.**



### 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: <b>(REQUIRED)</b>	Location: <b>(REQUIRED)</b>

**Change E-mail Automatic Reply to refer new contact member: (name, title, email)**

**Forward E-mail sent to this employee to another recipient: Yes    No**

**If Yes, (name, email)**

**Transfer the following data from the terminated account:**

- E-mail Files (delivered as a .pst file readable by Microsoft Outlook)
- Local (desktop/laptop) Data files
- Server Personal File Share

**Where this data should be delivered to?**

Place Data in shared network folder- Address: \_\_\_\_\_

**Authorization**

\_\_\_\_\_  
 Former employee's Department Head or VP

\_\_\_\_\_  
 Director of Human Resources

**Return this request to: Information Systems Department, Cobb Building, Room 235 or  
 Send completed form to helpdesk@cdrewu.edu or  
 Fax to: 323-563-4879**

Information Systems Department Use Only	
Date Transferred:	Transferred By: