
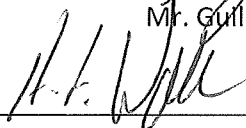


EDINBORO UNIVERSITY OF PENNSYLVANIA

USER ACCOUNT RETENTION POLICY

Policy No. C068

Recommended for Approval by 
Mr. Gilbert Brown, Vice President Finance and Administration

Approved by  on 8/30/16
Dr. H. Fred Walker, President

Review Date: As Required

INTRODUCTION

User accounts are available for Edinboro University faculty, staff and students. When a student graduates from the University or is otherwise no longer enrolled, or an employee leaves the University, his or her user account is available for a period of time as determined by the University Account Retention Policy.

PURPOSE

The purpose of this policy is to define the length of time that user accounts and associated services will be maintained after the account holder leaves the University. It serves to maintain the security and efficiency of the University's network and resources.

POLICY

Faculty and Staff

- Access to all University network resources including email, network drives and ancillary systems is deactivated upon termination or last work date. This includes discontinuation of email to and from that account.
- All accounts are purged 180 days from the deactivation date unless the University has been notified of the need for preservation. This includes the account, email and network drive. Data and email cannot be recovered once an account is purged.
- Individuals who anticipate being granted emeritus status may request the privilege of maintaining a university email account. The granting of the email privilege is based upon the individual's continuing contribution to the university's mission. Individuals anticipating retirement should complete the Email Account for Retirees Anticipating Emeritus Status Request Form (Attachment A). Requests should be completed and submitted to Human Resources at least two weeks prior to separation to ensure that the account is not deleted.

Students

- Student accounts are deactivated 120 days from their date of graduation.
- For students who did not graduate and do not enroll or re-enroll, accounts are deactivated after 15 months for both undergraduate and graduate students.
- Undergraduate and graduate student accounts will be purged 30 days after deactivation. Data and email cannot be recovered once an account is purged.

It is the responsibility of the account holder to ensure they have copies of any desired data such as email, contacts, or user files before their last date of service.

DEFINITIONS

Account – A username and password that is used to access IT resources.

Deactivated Account – Email, network drives and other stored data remain but the user is unable to access these resources.

Purged Account – Permanent deletion of email, network drives and other stored data.

CONTACT INFORMATION:

Vice President Finance and Administration
219 Meadville Street
Edinboro, PA 16444
814-732-2585

Attachment A: Email Account for Retirees Anticipating Emeritus Status Request Form

Attachment A

Email Account for Retirees Anticipating Emeritus Status Request Form

Edinboro University of Pennsylvania employees who will retire from the university and anticipate being granted emeritus status have the opportunity to request that their email account remains active after separation. Requests should be made at least two weeks prior to separation to ensure that the account is not deleted. To continue an existing email account, complete the following and submit to Human Resources. Separated emeritus employees who retain their email accounts will continue to serve the university’s mission by performing work related to a particular approved program or service to the university.

CURRENT EMPLOYEE REQUEST

Requestor Name (print):	
Retirement Date:	Non University Telephone Number: () -
<p>ACKNOWLEDGMENT: By signing this form, I acknowledge the following: that the creation of this account is a privilege, not a right; that this account is for my sole use and is not transferable; that the account may be deleted at the sole discretion of the university; that the use of the university email account is subject to the current “Edinboro University Acceptable Use of Technology” policy and all other university policies; that this account will be deleted should I not obtain emeritus status, that the account will be deleted if it is not accessed for 180 consecutive days; that I have no expectations of privacy in regard to information stored on or sent through the account and; that I am solely responsible for maintaining and configuring software, hardware and internet services that are required to access the university email account.</p>	
Requestor Signature: _____ Date: _____	

According to PASSHE guidelines, university resources including email must be used for university-supporting activities only. Please describe how you will continue to use your university email to further the purpose and mission of the university:

Internal Processing

- Received by Human Resources Date: _____
- Received by Information Technology Services Date: _____

Copies to:
Dean
Provost