



**POLICY NUMBER: IT-014**  
**DIVISION: NET Services**  
**POLICY: Network Account Retention Policy**  
**ISSUED BY: Chief Information Officer**

Approval Date: 02/15/2012  
Approved By: NET Services  
Review Date: 10/02/2012  
Review Date: 3/03/2014: Revised information pertaining to student e-mail  
Review Date: 6/21/2016 – Revised period of time for tape library back-up  
Review Date: 6/29/2017: No changes

## **INTRODUCTION**

Network accounts, created for all NSU employees, registered students and/or groups, provide users with access to the NSU network and e-mail. This policy establishes when accounts are created and when they are disabled.

## **PURPOSE AND SCOPE**

This policy is governed by the SDBOR Policy Manual (2008), Section 7:2 which states that “upon resignation, retirement, or termination, it shall be the policy of the Board of Regents that all information technology services, support, and equipment will be rescinded and recovered at the time that the employee’s status changes”. The SDBOR policy further notes that institutions may determine a reasonable time period in which access to technology resources is removed. The purpose of this policy is to provide guidelines regarding the creation and retention of Northern State University network accounts.

This policy applies to all NSU faculty, staff and students. Computer accounts are a privilege, not a right. Violation of the *NSU Acceptable Use Policy* may result in the termination of computer account privileges.

## **POLICY**

### **Student Accounts**

- Student accounts are created either by request from Admissions or after a student has registered for classes.
- NSU utilizes Google Apps for Education and subsequently, students may retain their NSU gmail account indefinitely.

### **Faculty/Staff Accounts**

- Faculty and staff are provided a NSU computer account upon receipt of notification from Human Resources to NET Services.
- Active employees are eligible to retain their NSU computer accounts as long as they are employed by the University and abide by the *University Acceptable Use Policy*.
- Upon termination of employment, NSU computer accounts will be disabled immediately.

- An immediate supervisor may request access to disabled accounts by request to NET Services who will consult with Human Resources.
- Deletion of accounts will occur 2 months from employee termination pending approval from Human Resources and/or Legal Counsel.
- Upon resignation of employment, NSU computer accounts will be disabled on the last working day of the employee.
  - Final payroll documents will not be accessible via e-mail and employees must access the *South Dakota System Navigation Access Portal (SNAP)* to retrieve their final payroll documents.
  - Deletion of accounts will occur 2 months from employee resignation.
  - Immediate supervisors may request access to disabled accounts by request to NET Services.
- Upon retirement, NSU computer accounts will be disabled on the last working day of the employee.
  - If emeritus status is awarded, the NSU account will be retained pending notification from the Office of the Provost.
  - Deletion of accounts will occur 2 months from employee retirement.

#### **Special/Generic Accounts**

- NSU provides special access accounts for groups, departments and guests of NSU by request only. Requests must support the mission of the university.
- Special accounts must be requested and maintained by a full-time NSU employee.
- The requestor will be responsible for any and all activity generated from use of the special account.
- When a special account is created for guests of NSU, a timeframe for access must be included in the request. Accounts will be disabled and/or deleted upon completion of the time frame requested.
- Special accounts will be disabled and deleted when inactivity is longer than 6 months or the account is no longer needed, whichever occurs first.

#### **Email Archive and Retention**

- Electronic communications that pertain to the university are matters of public record, similar to telephone, fax, and face-to-face conversations.
- Messages located in the **Sent** folder are purged every 30 days, if not done sooner by the user.
- Messages located in the **Deleted Items** folders are purged every 14 days, if not done sooner by the user.
- Once deleted or purged, these items **cannot** be recovered. It is advised that faculty and staff who desire to retain sent messages do so by either copying themselves on the message so a copy will be retained in the **Inbox** folder or move the e-mail item from the **Sent** folder to an archived folder in their e-mail folder.
- NSU NET Services retains e-mail backups for a period of two weeks.