Account Retention Policy

Thursday, February 9, 2023   2:23 PM

Purpose

This policy is to define the length of time a person has access to their Randolph-Macon College email and network accounts. This policy serves to maintain the security, affordability, and efficiency of the Randolph-Macon College network. Faculty and staff should avoid using RMC accounts for personal use. It is the sole responsibility of the individual to back up any files or emails prior to account removal.

Scope

This policy applies to all faculty, staff, prospective students, students, graduates, retirees, emeriti, and vendors that have college network accounts.

Applicability:

The policy applies to email and network accounts for:
- Faculty
- Staff
- Vendors/volunteers
- Emeriti
- Retirees
- Graduates
- Students
- Prospective Students

Roles and Responsibilities:

- Supervisors - Notify HR & ITS when employees leave and direct the disposition of data and assets.
- ITS Account Administration - Deactivate accounts per policy guidelines.
- Registrar - Provide updates to status of students for graduating, leaving the college
- HR - Initiate offboarding of employees
- Service Desk - Initiate forms for offboarding

Policy/Procedure(s)

Faculty, Staff, Volunteers, and Vendors

- Accounts are deactivated the same day as the termination date or last work date (whichever is more recent).
- Accounts are purged 30 days from the deactivation date.
- For vendor and volunteer accounts, termination can apply to the individual being terminated by the vendor or RMC's termination of the vendor relationship. A termination date is required at the time of account creation.
- Adjuncts accounts are managed via contracts established by HR and Provost's Office. Any in-active adjunct accounts will be offboarded after the fall census if they have not renewed their contracts for the next academic year.

Emeriti

- Emeriti will continue to have lifetime access to their college email and accounts unless they request to have their network account deleted. Network accounts

with faculty access levels will not be retained unless requested by the Provost for academic purposes.

Retirees

- Retirees network accounts/email are deactivated and purged on their termination date. If the retiree requests a retiree account a new account will be created. The Retiree's supervisor may provide specific directions regarding access to the mailbox for the retiree.

Graduates

- Graduating student accounts are deleted 60 days after their date of graduation.

Separated Students

- For students who do not re-enroll, accounts are deactivated and purged approximately one year after their last date of attendance.

Prospective Students

- Prospective students who do not matriculate will have their account deactivated and purged upon notification from the Registrar. This happens before census on the term they were expected.

Exceptions

- Individuals in more than one role that transition out of a role will retain access to their accounts needed for their remaining role(s). For staff members taking a course, a separate student account must be created.
- Accounts that are not setup appropriately for two-factor authentication and required security measures will be disabled and deleted at the designated date.
- Accounts may be kept longer than the defined time frame if the account owner/supervisor of the account submits and receives approval for the exception.

Related Policies and Procedures

- IT Resources Acceptable Use Policy

* This policy is subject to change at the discretion of the college.

Reviewed Date: 5/16/2023
Approved Date: 5/16/2023