Policy: Disable USAO Email Account Access Upon Employment Termination

Purpose:
To define the protocol for deactivation and retention of USAO email accounts for employees who retire or resign from the institution.

Scope:
This policy applies to all faculty, staff, and administrative personnel of USAO.

This policy may also apply to any USAO accounts created for:

- consultants/contractors/volunteers (ex-employees or third party)
- members of USAO's Board of Regents

Policy Statement:

1. **Account Deactivation:**
   USAO email accounts (@usao.edu) are the property of USAO and are intended for official academic and administrative use. Upon resignation or retirement and/or termination of partnership with USAO, email accounts will be deactivated in accordance with the timeline specified below:
   - **Resignation:** Email accounts will be deactivated **immediately upon the employee's final day of employment**, unless otherwise approved by Human Resources and the employee's supervisor chain.
   - **Retirement:** Retirees may retain access for up to **30 days** after their retirement date to allow for transition, subject to approval.
2. **Extension Requests:**
   Supervisors may request a temporary extension of email access (not to exceed 30 days) for a terminated employee's transition or project completion purposes. All

extensions must be documented and approved by the relevant dean, department head, or HR representative.

3. **Permanent Access for Emeritus Faculty:**
   Faculty granted **emeritus status** may be eligible to retain their email accounts indefinitely, provided they adhere to all applicable IT and university policies. This is subject to approval by the President of USAO.

4. **Data Retention and Archiving:**
   Prior to account deactivation, terminated employees/contractors/consultants are responsible for ensuring any university-owned documents or communications/access are properly archived or transferred to relevant departments/personnel. USAO reserves the right to retain or archive data from deactivated accounts in accordance with data governance and recordkeeping requirements.

5. **Security and Compliance:**
   Continued access to email accounts after employment termination poses possible security and compliance risks (depending on the role the employee had at USAO). Deactivating employee accounts after termination of employment ensures proper/complete offboarding of credentials to protect institutional data and systems.

Effective Date: June 15th, 2025

Revision History:
Last updated – June 3rd, 2025