
Policy: Account Termination Policy
Policy No: 3.01
Approved: Board of Trustees: March 2006

ACCOUNT TERMINATION POLICY

This policy covers the disposition of email and other files stored on an individual's college-owned computer or assigned space on the campus network when an individual's employment with Sullivan County Community College is terminated. The College does not normally review the content of an employee's electronic communication, but these files are stored on College computer systems and the College reserves the right to retain and access them as part of its responsibility for maintaining the College's technology infrastructure or when deemed necessary for business reasons. It is important, therefore, that when an individual leaves the employ of the College procedures are followed to ensure that all necessary files are transferred from these individual spaces to the appropriate person in the College. The appropriate person will be identified by the departing individual's department head.