
Policy: Account Termination Policy

No: 3.01

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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. The appropriate person should clean though the terminated employees' files within a reasonable period of time merging them into their own H drives or department drives as appropriate. A window of 90 days will be given for this, but may be extended by IT for an additional 90 days upon request.

Email accounts of terminated employees will be purged from the system 90 days after their departure. However, accounts may be retained beyond this period for official college purposes with approval from the Executive Committee (EC). In such cases, access to the retained account must be delegated to a designated college representative, ensuring continued operational efficiency while maintaining security and compliance with college policies.

Accounts other than network & Email will be deactivated with the network account and no automatic permissions or data transfers will occur. Data in Brightspace is preserved in accordance Brightspace retention policy/requirements

Employees whose termination is employee-initiated (Retired/resigned) may be granted limited ongoing access to email with permission from the Office of Human Resources in collaboration with their supervisor. Employees granted emeritus status by the board will maintain their email accounts unless the access is revoked for violating college policies.

Student Accounts

The College will automatically terminate the network accounts of students who do not have enrollments in any terms with an end date later than one year prior to the current date. Additionally, the College reserves the right to purge email accounts of any former student who does not have enrollments in any term with an end date later than one year prior to the current date.

For the purposes of this policy:

- Dropped enrollments do not count as having been enrolled.
- Withdrawals do count as having been enrolled.

This policy ensures that inactive student accounts do not remain in the system indefinitely, aligning with data retention best practices while maintaining accessibility for active student