

Purpose

The purpose of this policy is to archive user data from desktop and laptop computers assigned to employees whose employment with the college has ended for turnover to the supervisor and retention for potential future need.

Policy

1. Notification

TSD must be notified of an employee separation by a Separation of Technical Access form provided to the Technology Services Help Desk by the supervisor.

- a. Upon receipt of a Separation of Technical Access form, all accounts are disabled as of the date indicated.
- b. A nightly automated process reviews all payroll records. If a payroll record ends on that date, there is no other active payroll record for the employee, and the employee is not a faculty member assigned to teach a course in a future term, both Banner and Active Directory accounts are disabled.
- c. The Separation of Technical Access form indicates the disposition of the employee's email, data files and voice mail.
 - i. The Supervisor may check a box on the form to indicate that email and data files are to be backed up and provided to a person designated on the form
 - ii. Regardless of the presence of a Separation of Technical Access form or the status of the check box for backup, backups will always be done upon separation of the following classes of employee:
 1. Executives
 2. Directors
 3. Assistant Directors
 4. Admissions staff
 5. Bursar Office staff
 6. Business Office staff
 7. Financial Aid Office staff
 8. Foundation staff
 9. Records Office staff

2. Data

- a. All data contained with the computer's user profile
- b. All email
 - i. Local archive file
 - ii. Outlook mailbox (may be downloaded to local archive file for backup)

3. Media

- a. Supervisors may choose to have data retained on one of the following:

- i. Designee desktop PC
- ii. Data center storage
- iii. Portable media (i.e. – CD-ROM, DVD)
 - 1. Portable media shall be encrypted and password-protected
- iv. A DVD copy of data provided to the supervisor will be retained in the Clement data center, marked with the employee A-number, name, and date of the backup
- v. Media retention shall be in accordance with TBR Guideline Records Retention and Disposal of Records: 1:12:01:00

4. Confirmation of Receipt

- a. As indicated in the separation section of the Separation of Technical Access (STA) form, which is initially signed by the supervisor, the employee receiving the former employee’s data will be required to acknowledge receipt by signature as well(sample form attached)
- b. The signed receipt form will be kept on file in the TSD Office

5. Retention of separated employee home folders

- a. Documents stored in a separated employee home folder that is not requested to be retained by the supervisor within a year of separation will be considered temporary records. Temporary Records are defined in T.C.A § 10-7-301(13) as: "material which can be disposed of in a short period of time as being without value in documenting the functions of an agency."

Sources

T.C.A § 10-7-301(13)
 TBR Guideline Records Retention and Disposal of Records: 1:12:01:00

Change Log

Date	Change	By
11/16/17	Name of form updated	PAK
11/9/2018	TBR Guideline renumbering	BR
11/9/2018	Retention of separated employee home folders	BR
02/11/2020	Notification of Separation	BR
3/15/2021	Formatted for new policy format	PAK
6/23/2021	Remove HR and clarify the use of the STA form	PAK

Approved by President’s Cabinet 6/14/21