

# UMCES AL Offboarding G Suite Account Retention Policy

## Faculty

Upon exiting, faculty should set their G Suite account forwarding address, if known. G Suite accounts will remain active for a period of **one year** following a faculty member's exit from AL. During this period, the user can log in and use this account as before.

After one year, the G Suite account will be put into "maintenance mode." In maintenance mode, the G Suite account's password will be changed by IT staff, and a forward set, if not already set by the faculty member themselves. Reasonable attempts will be made to set a proper forwarding address. The account will be backed up and archived.

If a forward was set, this account will remain in forwarding mode for two more years, for a total period of **three years**.

If no forward was set by either the faculty member or IT staff, the account will be removed after the first year.

After a total of three years, the account will be finally archived and removed.

## Graduate Research Assistants (GRAs)

Upon exiting, the student should set their G Suite account forwarding address, if known. G Suite accounts will remain active for a period of **three months** following a user's exit from AL. During this period, the user can log in and use this account as before.

After three months, the account will be put into maintenance mode, as defined above. Maintenance mode will continue for a total of **one year**.

After a total of one year, the account will be finally archived and removed.

If a student requires more time on their forward or maintenance mode, they should contact the AL Business Office.

# FRAs

Upon exiting, the FRA should set their G Suite account forwarding address, if known. G Suite accounts will remain active for a period of **three months** following a user's exit from AL. During this period, the user can log in and use this account as before.

After three months, the account will be put into maintenance mode as defined above. Maintenance mode will continue for a total of **six months**.

After a total of six months, the account will be finally archived and removed.

If a staff member requires more time on their forward, they should contact the AL Business Office.

## Admin Staff

Upon exiting, the admin staff email will not be forwarded. Forwarding will be made to the current staff member's account who will be assuming the tasks/duties of the exiting administrative staff member.

**Accounts of individuals who are terminated will not be forwarded and access will be restricted immediately upon termination.**

The term exit does not necessarily refer to payroll termination. For Faculty (including post-docs) and GRAs, the exit process for offboarding will begin once all deliverables are met including but not limited to: data assessment, publication submission, dissertation/thesis completion.

Exit does not refer to leaving residence at AL.