

Network Security Policy: Retired or Released Individuals

- Network Access
 - Department heads (or designee) are required to notify the network administrator(s) of any change in status of an employee which may necessitate a change in that persons network access. This could include:
 - Retirement
 - Termination or non-renewal
 - Leave of absence or sabbatical
 - Transfer, promotion, or other change in job duties
 - Whenever possible, notification should take place no less than one (1) week prior to change in status of employee.
 - Employee may retain email access and address for a period of 30 days after status change, after which the account and any emails contained therein will be deleted. In certain cases, the department head may decide to terminate access on or before the final day of work.
 - Account access to any university systems will be terminated on or before the final day of work (Administration Systems (PeopleSoft, Student Systems, etc), Financial systems, Gatorlink, etc.)
 - Any phone services (such as cellular) will be discontinued or must be transferred to the person or another department.
- Data
 - On or before the final day of work, individuals are required to return to the appropriate responsible authority any and all data owned by the University. They are also required to remove such data from any personal computer equipment. Note: All record retentions laws must be followed.
 - Examples of data:
 - Student, staff, or financial records
 - Work related text documents, spreadsheets, PowerPoint files, etc
- Equipment
 - Individuals are required to return to the appropriate responsible authority any and all equipment issued for the performance of their duties, i.e.:
 - Computers, Computer monitors, Printers
 - Fax machines, Copiers
 - Laptops
 - Routers or other network hardware
 - External data devices
 - Hard drives
 - USB storage devices
 - Carrying cases for equipment
 - Phones and accessories
 - Etc.
 - Equipment must be returned on or before the final day of work.
- Notification
 - Please notify the network administrator in the form of an email sent to: ITSS@aa.ufl.edu

Any exceptions to this policy must be approved in writing by the department head and the network administrator.