

Network Account Retention and Terminations Policy

Des Moines Area Community College

May 18, 2021

Purpose of Policy

The purpose of this policy is to ensure the proper access, usage and disclosure of Des Moines Area Community College's Active Directory (AD) Solution by its students, faculty and staff. Active Directory Accounts are network user names and passwords allowing access to DMACC resources, including email. These are resources provided by the college to complement traditional methods of communications to support teaching and learning, research, services and administration. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Violations of the policy may result in disciplinary action.

DMACC Services Accessed via Active Directory (AD) Accounts

- Computer Workstations
- myDMACC
- Email Account
- DMACC MyLab
- Online Course Access
 - Blackboard
- Personal File Storage
 - P:\homedrive
 - OneDrive for Business
- Shared File Storage
 - Any shared course or department files
 - OneDrive shared documents
- DMACC Forms
- DMACC Libraries Online Resources

Student AD Access and Retention Policy

Student Active Directory Accounts remain active as long as the student maintains credit enrollment at Des Moines Area Community College.

- Student AD Accounts
 - Student information will be kept 12 months from the end of the last semester attended. If the student is not registered for any classes after the 12-month period and the student is not an employee, all information will then be removed.
- Granting Access to AD Accounts
 - Faculty/Staff needing access to a student's personal Active Directory information (files, email, etc.) will need to contact the VP, Enrollment Services & Student Success.
- Returning Students
 - Students registering for classes after being removed will be re-created in AD as a new user account.

Faculty / Staff AD Access and Retention Policy

Active Directory Accounts will be maintained until notification is received from Human Resources that an individual is no longer employed by Des Moines Area Community College.

- Regular Faculty / Staff Separations other than Terminations for Cause
 - Tech Support should be notified before the separation date to ensure access to their DMACC data is removed.
 - Web Info System access will be available for 60 days through myDMACC.
 - AD File Storage
 - Data will be archived for 60 days following the separation date. All data will be removed after the 60 days.
 - During this 60-day period, and with Human Resources approval, a supervisor may contact Tech Support requesting copies of former employees' data files.
 - AD Email Account
 - Access to email is terminated at the end of employee's last day.
 - Email data is archived for 60 days following separation date. All data will be removed after 60 days.
 - Email Forwarding: With Human Resources approval a supervisor may contact Tech Support requesting the former employee's email be forwarded to their account for business purposes for 60 days.
- Emeritus Approved Employees
 - [Human Resources Procedures Number: HR 3812](#)
 - Eligible faculty and senior administrative/professional employees Active Directory accounts will be maintained following their retirement from the college. The college reserves the right to revoke the title in the event the best interests of the college are not being served.
 - Emeritus titles
 - Emeritus Faculty
 - Emeritus Administrator
- Faculty / Staff Suspensions or Terminations Cause
 - Tech Support should be notified when an employee is suspended on or before the separation date to ensure access to their DMACC data and email is removed.
 - AD File Storage
 - Disposition of files utilized by the suspended or terminated employee is determined on a case by case basis.
 - AD Email Account
 - Disposition of email sent to / received by a suspended or terminated employee is determined on a case by case basis.