	BUSINESS POLICY AND PROCEDURE MANUAL	Date Issued: 10/23	Revision Date:	Page: 1 of 3
				Classification Code: 10-18
		Section: INFORMATION TECHNOLOGY		
		Subject: RETIREE EMAIL AND ACTIVE DIRECTORY ACCOUNTS POLICY		

PURPOSE:

The purpose of this policy is to establish guidelines for managing and removing university accounts of retired faculty and staff at Southeast Missouri State University. This policy aims to mitigate security risks associated with abandoned or unused accounts, which can serve as potential points of attack. It ensures compliance with legal and institutional requirements while maintaining the integrity of the University's digital infrastructure.

POLICY SCOPE:

This policy applies to all accounts of retired faculty and staff of Southeast Missouri State University.

POLICY STATEMENT

Account Review:

- An annual review of Active Directory accounts and emails associated with retired faculty and staff will be conducted. If a retiree account has not been accessed within the most recent 18 months at the time of the review, Information Technology will send an email to the account holder.
- If the account holder does not respond to the email message after one month, the account will be removed.

Account Retention and Removal:

- Retirees who are actively using their accounts for legitimate purposes may retain their accounts.
- Accounts associated with retirees who are deceased or not actively using their accounts will be flagged for removal.