

B-CU Employee E-Mail Account Retention Policy

Purpose

To provide guidelines regarding the retention of e-mail accounts for employees of the University.

Policy

A. *(Dismissed employee e-mail account retention)*.

All B-CU computer accounts (including e-mail) of any and all personnel dismissed from the University will be disabled immediately.

B. Faculty/Staff e-mail account retention.

B-CU Faculty/Staff will be provided with an e-mail account while they are employed with the University.

Upon leaving the University, Faculty/Staff e-mail accounts will be disabled.

Faculty/Staff members who are continuing students at the time they leave the University may re-apply for a student account.

Procedure

All employees will be e-mailed a copy of this policy once a year.