Deletion of Email Account

On the day that a person ceases to be an employee of Delaware Valley College, the following steps will be taken by Technology Services.

- There are two options available to the former employee’s supervisor.
  - Option 1: The former employee’s email account will remain active for 30 days. The account can also be deleted earlier at the request of the supervisor. During this time, **ALL** incoming email will be forwarded to the supervisor or employee designated by the supervisor.
  - Option 2: The former employee’s email account will be deleted as soon as the person is no longer employed. Please keep in mind that if you choose this option, College business may be impacted since all incoming messages to the former employee will be rejected.

- The **Email Retention for Former Employees** form should be filled out and delivered to Technology Services. This must be done following the resignation or termination of an employee as soon as possible, but no later than the employee’s last day. If Technology Services does not receive this form, “Option 1” will be chosen by default.

Archival of Email Data

- Before an employee’s email account is deleted, Technology Services will make two copies of the mailbox on DVD or CD. One copy of the disc will be stored by Technology Services for at least one year. The other copy will be given to the former employee’s supervisor. The supervisor should make sure that there are no items in the mailbox that need attention or need to be retained.
- Managers are responsible for notifying Technology Services if there is, or possibly will be, litigation regarding the former employee’s service or termination at Delaware Valley College. Technology Services will then make an archived copy of the former employee’s mailbox. The files will be put on DVD or CD and a copy of the discs will be maintained by Human Resources until they are no longer needed. Technology Services will also keep a master copy of this data.

When an Employee Transfers to another Department

- If an employee is transferring to another department, the supervisor of the department that the employee is leaving should decide if the employee is allowed to keep previously accumulated email. If there is confidential information in the employee’s mailbox or if the supervisor decides the mailbox should be cleaned, then the employee’s email account will be “cleaned out” by Technology Services. An archived copy will be created on disc for the former supervisor to examine, if needed.
- The **Email Retention for Former Employees** form should be filled out and delivered to Technology Services. This must be done before the employee’s transfer is complete. If Technology Services does not receive this form, the employee will be allowed to keep all emails from their old position.