

Policy

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Sources/Links:

SDBOR 7:1 [Acceptable Use of Information Technology Systems](#)

SDBOR 7:2 [IT Security Policy for Employees Leaving the BOR Systems](#)

SDBOR 7:7 [Personally Identifiable Information Policy](#)

NORTHERN STATE UNIVERSITY

Policies and Guidelines

SUBJECT: NSU Account Creation and Mailbox Retention Policy

NUMBER: 7:16

1. Purpose

Network accounts, created for NSU students and employees and South Dakota School for the Blind and Visually Impaired (SDSBVI) employees provide users with access to the NSU network, e-mail, and many other online resources. The purpose of this policy is to provide guidelines regarding the creation and retention of these network accounts and corresponding electronic mailboxes. This policy applies to all NSU faculty, staff and students and SDSBVI employees. These accounts are a privilege, not a right. Violation of the *SDBOR Acceptable Use Policy* may result in the termination of NSU account privileges.

2. Scope

This policy applies to all NSU created network accounts and corresponding electronic mailboxes created and maintained by NSU Technology Services. This policy does not apply to credentials or electronic mailboxes outside of the NSU domains of @northern.edu, @wolves.northern.edu and @sdsbvi.northern.edu.

3. Policy

Student Accounts with Domain @wolves.northern.edu

- Student accounts are created either by request from Admissions, Graduate Studies, or International Studies or after a student has registered for classes.
- The Wolves e-mail is considered the official communication tool for university related business.
- Upon graduation, student e-mail accounts will remain active unless not accessed for a period of one year, at which time it will be deleted.
- Student Wolves Accounts (network) are deleted after 6 months of non-enrollment. Students are notified 6 weeks prior to deletion.

Employee Accounts with Domain @northern.edu and @sdsbvi.northern.edu

- Employees are provided a NSU or SDSBVI account upon receipt of notification from Human Resources to Technology Services.
- Early access to accounts is prohibited.
- Employees are required to use their employee email account for conducting work, including that of teaching.
- Active employees are eligible to retain their employee accounts as long as they are employed by the University and abide by the *SDBOR Acceptable Use Policy*.
- Upon involuntary termination of employment, accounts will be disabled immediately based on notification from Human Resources.
- Upon resignation of employment or retirement, accounts will be disabled on the last working day of the employee.
- If emeritus status is awarded, the employee account will be retained upon notification from the Office of the Provost.
- Deletion of accounts will occur 2 months from the employee termination unless an official request for retention has been made by Human Resources and/or Legal Counsel to the VP of Technology or Deputy CIO.

Group Accounts

- NSU provides special access accounts for university groups by request only and must support the mission of the university.
- Group accounts must be requested and maintained by a full-time NSU employee.
- The requestor will be responsible for all activity generated from use of the group account.
- Group accounts will be disabled and deleted when inactivity is longer than 6 months or the account is no longer needed, whichever occurs first.

Mailbox Retention

- Each mailbox is 100G in size.
- The user is responsible for maintaining their mailbox size.
- Items in the Sent folder are not purged.
- Items in the Deleted folder will be purged every 10 days.
- Deleted items may be recovered for 14 days by the mailbox owner. After the 14 day window, deleted items cannot be retrieved.
- Employees are responsible for the retention of their emails.

4. Responsible Administrator

The Vice President of Technology is responsible for semi-annual review of this policy and its procedures.

5. Source History:

Review Date: 10/02/2012

Review Date: 3/03/2014: Revised information pertaining to student e-mail

Review Date: 6/21/2016 – Revised period of time for tape library back-up

Review Date: 6/29/2017: No changes

Review Date: 9/10/2018 - Added statement requiring faculty/staff to use their NSU email account for conducting all NSU business.

Review Date: 8/19/2019 – Modified language to reflect changes with access and email archive and retention

Review Date: 8/09/2021 – Modified language to reflect changes in mailbox technology and new policy template

Review Date: 6/21/2023 – Updated language to reflect procedural changes