Standard for
Permanent Removal of Separated Employee Exchange Mailboxes

IT Standard Issue Date: 1 December 2014

Supersedes: New

Who is Affected by this Standard:
(1) Faculty and staff who separate through a process other than retirement
(2) Student employees, when their employment ends

Why We Have this Standard: This standard is in place to ensure mailbox contents are removed from the ISU Exchange mail system after 90 days of an employee’s last work date as documented by the Office of Human resources in the university Banner system. The main rationale for this standard is:
   a. Stale or unused data represents an information technology security risk that is not necessary.
   b. Stale or unused data represents an inefficient use of university resources.
   c. The employee separation checklist includes provisions for effective transition of mailbox contents from separating employees to current employees. This mitigates any risk associated with permanently deleting separated employee Exchange mailbox contents.

Responsibilities Associated with this Standard:
• User departments: responsible for coordinating with OIT, the review and subsequent transfer of ownership contents of separated employees’ Exchange mailbox information. This activity must take place prior to the 90-day deletion activity.
• OIT: responsible for facilitating the transfer of ownership once instructed by the User department.
• OIT: will delete mailboxes for separated employees 90 days after the employee’s last work date.
• Special exemptions to this standard must be approved at the Dean or Vice President level. Exemption requests must include an end date for retention (longer than 90 days) that is necessary and appropriate relative to the basis of the exemption request.

Standard:
• Exchange mailbox is deleted 90 days after an employee’s last work date.
• Special exemptions to this standard must be made within 25 days after an employee’s last work date and must be approved at the Dean or Vice President level.
• Exchange mailbox contents are irretrievable 85 days after an Exchange mailbox is deleted unless an exemption has been granted.

**Responsible Office:** OIT  
**Contact:** OIT Help Desk, (812) 237-2910  
**Website Address for this Standard:** None  
**Related Documents:** None  
**Keyword Index:** None  
**Appendices:** None