**Termination Policy**

**Overview:**

In order to ensure that **company** maintains a secure and efficient infrastructure, the Information Technology (IT) department is responsible for either archiving or removing user data under the event that an employee’s employment is ending or has ended.

**Process of termination:**

The following procedures will be taken in the event that an employee parts from the company.

1. Employee’s supervisor will notify the Human Resources (HR) department of termination within 2 weeks before termination date.
2. Employee’s supervisor is responsible for requesting access to any needed data of departing employee’s accounts and data accessed and created with the company.
3. HR will submit a ticket to the IT department notifying them of employee’s leave.
4. The IT department will begin disabling deploying employee’s data within 2 days of receiving the ticket request.
5. All data and accounts will first be archived for 30 days.
6. After 30 days, data that may be of use to the company will be preserved in the company database while other accounts and data will be deleted.
7. Archived data then will be kept for up to 6 months for legal proceedings then permanently deleted after the stated time period.

If there are special accommodations that need to be made for the deploying employee, please contact the HR and IT department immediately so that proper measures can be taken.

**Sources:**

<https://my.scnm.edu/ICS/icsfs/Terminating_Network_User_Account_Policy.pdf?target=69989fe3-2970-4827-8dc9-7cc5d7d5c32d>

<https://blog.netwrix.com/2015/10/21/how-should-it-handle-user-termination/>

<https://www.thebalancecareers.com/employee-termination-from-an-it-perspective-1919342>