**SQL Server System Administrator Role Agreement**

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| --- |
| **SQL Server instance(s):** |
| **Requestors Account(s):** |

Please choose one of the options below (Temporary/Permanent) for requested SYSADMIN role:

**☐ Temporary:**

**Terms:**

Please enter start/expiration dates for requested SYSADMIN role:

**Start Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expiration Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HSSBC Database Services will not be responsible for monitoring the server(s) until expiration date. Upon expiry, Database Services will review SQL Server(s) status; any possible conflicts with standard configuration caused by temporary SYSADMIN privilege during above period will be resolved, and application/project will be charged. To avoid the conflicts, please make sure to follow the standards below:

* **SQL Server’s dedicated disk drives**

H drive must only be used for data files (\*.mdf, \*.ndf), I drive for transaction log files (\*.log), J drive for TempDB, and K for database backups; any miscellaneous files on these drives will be considered conflict with standard.

* **New Databases**

New databases’ data files must be on H drive, and transaction log files on I drive; if they are found on any other disk drives it will be considered conflict and must be relocated.

* **SA password/connections**

SA account’s password must not be reset; also SA or any other account with temporary sysadmin privilege must not be used for application’s regular operations; any connections found to SQL Server databases using these accounts will be considered conflict.

* **Grant sysadmin**

Sysadmin privilege must not be granted to other accounts; if found will be removed

* **SSIS packages**

SSIS packages should be saved in MSDB; if not possible, have external network shared folder set up and saved there; if any packages, or any package’s input/output found on SQL Servers local disk drives it will be considered conflict.

**☐ Permanent:**

**Terms:**

* HSSBC Database Services will not be responsible for any regular maintenance jobs including backup, restore, and optimization tasks for the databases hosted on the server(s)
* HSSBC Database Services will not be responsible for monitoring the server(s).
* If there is any alerts on the server(s) which have been originally set up by standard built for Database Services team, they will be removed.

**Signed by:**

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**Requestor(s) Date**

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**Application Owner/Manager Date**

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**Manager, Database Services Date**