



University of Western States (“UWS”) provides individual user account to access computing and information resources. This policy provides retention requirements and guidance for the custody of user accounts.

**Scope**

This policy applies to all individual user accounts.

**Account Types**

- Employee account
- Student account - Deferred or Graduated
- Student account - Withdrawn or Dismissed
- System administrator account

**User Account Retention Schedule**

The user account retention schedule establishes the period of time user accounts and associated data are retained after the account is disabled. User data associated with each account includes directory information, emails, and personal files. Other user data is unaffected and is retained in accordance with UWS data retention policies.

Account Type	User Data	Description	Retention Period	System of Record
Employee Account	Directory information	Account object containing directory information	1 year	Active Directory
Employee Account	Email	Account mailbox and all emails	1 year	Office 365
Employee Account	Personal files	Personal files stored in home drive (file server) and OneDrive	1 year	Office 365 / File Server



Account Type	User Data	Description	Retention Period	System of Record
Student Account - Deferred or Graduated	Directory information	Account object containing directory information	1 year	Active Directory
Student Account - Deferred or Graduated	Email	Account mailbox and all emails	30 days	Office 365
Student Account - Deferred or Graduated	Personal files	Personal files on OneDrive	1 year	Office 365
Student Account - Withdrawn or Dismissed	Directory information	Account object containing directory information	3 months	Active Directory
Student Account - Withdrawn or Dismissed	Email	Account mailbox and all emails	30 days	Office 365
Student Account - Withdrawn or Dismissed	Personal files	Personal files on OneDrive	1 year	Office 365
System Administrator Account	Directory information	Account object containing directory information	6 months	Active Directory
System Administrator Account	Email	Account mailbox and all emails	30 days	Office 365

**Account Removal**

Employee accounts are disabled when employment or contract with UWS is terminated, along with any associated system administrator accounts. Student accounts are disabled when the student (a) defers to another term, (b) withdraws from UWS, (c) is dismissed from UWS, or (d) completes their academic program and is not enrolled in another program at UWS.



Disabled accounts are audited monthly and removed in accordance with the above retention schedule. Accounts may be restored up to 30 days after removal, after which account removal is permanent.

A user may request access an extension to a disabled account beyond these retention periods. Extensions may be granted due to extenuating circumstances such as a legal hold or internal investigation. Requests for extensions may only be authorized by the university president or vice president.

**Related Policies:** [Policy 1231 Student Record Retention and Disposal](#)  
[Policy 3010 Record Retention and Disposal \(Business Office\)](#)  
[Policy 3603 Student and Employee Access to Electronic Resources](#)  
[Policy 3605 System Administrator Access](#)

**Key Words:** disposal, employee account, information technology, retention, student account