University Computer Account Retention Standard

To provide guidance regarding the retention of computer accounts for students, faculty, staff, and other members of the University community of Cal Poly Pomona.

Standard Computer Account

Standard computer accounts are available for Cal Poly Pomona students, faculty members, and staff. When a student graduates from the university or an employee leaves the university, his or her computer account is available for a period of time.

Students

A student’s account will remain active while they actively attend the University. Upon graduation or if the student does not re-enroll for two consecutive quarters, the student’s account will become inactive after approximately one year.

Staff

Staff accounts will be inactivated on their official final day of employment.

- Staff accounts are inactivated the same day as the termination date or last work date (whichever is more recent).
- All employee accounts are purged 18 months from the termination or last work date.

Faculty

Faculty accounts will remain active for 12 months following their official final day of employment.

- Faculty accounts are inactivated 12 months after the termination date or last work date (whichever is more recent).
- All employee accounts are purged 6 months from the inactivation date (18 months from termination or last work date).
Non-standard Computer Accounts
Non-standard computer accounts are created for individuals who need some level of access but do not qualify for one of the standard computer accounts.

Applicants

- Applicants accounts are inactivated two months after the student’s application has been denied or three weeks after census date (whichever is more recent).
- Applicant accounts are purged six months from the inactivation date.

Emeritus
Staff and Faculty Emeritus will receive a lifetime computer account. Computer accounts will become frozen after a period of 12 months from the initial classification as “inactivity”. Inactivity is defined as not changing your password in 12 months. All emails, files, and data associated with the account will be deleted in 18 months from the inactivation date. An Emeritus can request that the account be reinstated, if it has been frozen for “inactivity”.

- Emeritus accounts are inactivated 12 months after the computer account password has expired.
- Emeritus accounts are purged six months from the inactivation date (18 months after the account password has expired).
Definitions

**Standard computer account** – A standard computer account provides a user access to network resources (Wireless, VPN), BroncoDirect, library resources, and Office 365 Outlook (email). Some users will get additional services added to their computer account based on their user affiliation (E.g., Student, Staff, Faculty). For example, students, staff, and faculty will receive access to Blackboard. Some computer services are added to a user account only by request such as ZFS file services.

**Non-standard computer account** – Non-standard computer accounts are created for individuals who need some level of access but do not qualify for one of the standard computer accounts.

- A non-standard computer applicant account provides applicants the ability to check the status of their application and communicate with staff.
- A non-standard computer Emeritus account provides Emeriti access to network resources (Wireless, VPN), library resources, and Office 365 Outlook (email).