



INFORMATION SECURITY-EMAIL ACCOUNT MANAGEMENT

This is one of a series of information security Administrative Regulations (AR) maintained by Yosemite Community College District (YCCD) Information Technology Services (ITS) designed to protect YCCD information systems and data.

1. Purpose

This AR is intended to help faculty and staff understand when accounts are created and determine what information sent or received by email should be retained, and for how long.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via electronic mail or instant messaging technologies.

All faculty and staff should familiarize themselves with this AR.

Questions about the proper retention of a specific piece of information should be addressed to the faculty or staff member's immediate management supervisor. Questions about this AR should be addressed to the Assistant Vice Chancellor of Information Technology (AVCIT).

2. Applicability to Staff and Temporary Workers

This AR applies to all current and future employees of YCCD and all current and future consultants and contractors.

3. Applicability to External Parties

This AR applies to all external parties, including but not limited to all current and future YCCD business partners, vendors, suppliers, outsource service providers, and other third party entities with access to YCCD networks, software, databases and system resources.

4. Scope

This email policy is secondary to YCCD Data Classification AR. Any email that contains information in the scope of the Data Classification AR should be treated in compliance with that AR.

5. Students

Activation - Student accounts are created when an application is submitted and processed by either Columbia College (CC) or Modesto Junior College (MJC). A nightly process runs to generate accounts; these accounts are available for use the day after they are created. Students are notified and may access their accounts via either connectColumbia or PiratesNet.



Deactivation - Student accounts will remain active as long as there is no gap greater than 6 months (180 days) in account activity.

6. Faculty/Staff Provisioning and Deactivation

Faculty and staff email accounts are created and activated on an as-needed basis, either by a request from the faculty or staff member's immediate management supervisor, initiated through the HelpDesk helpdesk.yosemite.edu; or resulting from action taken by the YCCD Board of Trustees.

Faculty and staff email accounts are deactivated monthly in accordance with the employee change report provided by YCCD Human Resources. This report reflects changes in employee position and employment status including new hires and separations.

Faculty and staff email accounts which have been deactivated are retained for thirty (30) days, then deleted. Microsoft retains deactivated accounts for an additional seven (7) days, after which all account information and content is permanently destroyed.