

ACCOUNT DEACTIVATION POLICY

ACTIVE DIRECTORY

- Disable the account.
- Update description to indicate the date of the departure, authorization type and administrator's initials using common format "MM/DD/YYYY disabled per <AUTH> - <initials>".
Ex: 04/15/1969 disabled per HR – MCD"
- Move account in the AD hierarchy to month specific OU for disabled accounts.
- Remove account from groups and distribution lists.

EXCHANGE

- Hide the account from the Exchange address book.
- Alter incoming SMTP address to <name>xxx to stop new mail from coming to user's mailbox.
- If requested set up an email forward to a manager or coworkers account until there is no more mail coming through.
- Back up mailbox to PST file and place in archive. If access to mail is required, a copy of the PST is granted (not mailbox).

FILES

- Backup local files to include desktop and local data directories to the archive server in a month specific folder.
- Move the personal My Documents folder to the archive month specific folder.
- Move any user-specific files from network common directories to the month specific folder on archive server.

3 month follow-up

- Delete the month specific OU for disabled accounts from Active Directory.

12 month follow-up

- Delete month specific folder from archive server after confirmation from supervisor.

Full explanation for this document is found online.

This document and more to help manage your network found, managed and happily shared with documentation on usage at the IP WORK exchange.
<http://www.IPWORX.com>