

Old Dominion University Computer Science Department Policies and Procedures

Title: Systems Account Removal

ID: CSA003

Revision: 2.0

Purpose

This procedure is to define the process by which systems accounts are removed upon termination of employment of a member of the Computer Science Department systems staff.

Scope

This procedure applies to all systems accounts assigned to a member of the Computer Science Department systems staff. It does not apply to any accounts owned by the user and not owned by the department.

Account Removal

1. Upon termination of employment, the employees account is to have shell access removed, and ownership of their data is to be taken over by the root user.
2. The account is to have all administrative privileges removed, including, but not limited to user administration, access to restricted systems, and system administration privileges.
3. The account is to be removed completely from the system within a period of one year from termination of employment.
4. Upon removal of the account from the system, all data previously owned by the user is to be migrated to a centralized repository for former employees of the Computer Science Department systems staff.

Definitions

Systems Account - An administrative account created for a member of the Computer Science Department systems staff. All data stored within an account of this type is owned by the department.

Revision History

Work in progress.