



OFFICE OF THE CHANCELLOR

University of California, Merced
Office of the Chancellor
5200 N. Lake Road | Merced, CA 95343
TEL: 209-228-4417
FAX: 209-228-4423

DATE: July 5, 2019
TO: Joint Council & Business Officers
FROM: Luanna Putney, Chief Campus Compliance Officer
SUBJECT: UC Merced Email Access Upon Separation

In accordance with University policies, campus procedures, guidelines, and best practices, UC Merced email accounts must be terminated and access removed within 30 days of employee separation or retirement. Upon consideration of the risks related to extending email access beyond this timeframe, please note the **only** exceptions to this practice:

- Emeriti faculty and emeriti administrators per [Regents Policy 1203: Policy on Emerita/Emeritus Title Suffix](#).
- Extreme business need exceptions that are well documented as to business need and submitted for approval to Chancellor's delegates (Luanna Putney or Elisabeth Gunther). Extreme business need situations should be time bound, monitored, and with no other efficient or effective options or workarounds available.
 - Requests to retain access to email accounts of separating employees must be submitted within 30 days of last day of work. After 30 days, the email account is no longer accessible.

References:

- Business and Finance Bulletin, [BFB IS-3: Electronic Information Security and Electronic Communications Policy](#)
- [OIT Guideline for Email Account Management](#).