

Title:	Data Expiration and Orphaned Data Procedure		
Division:	Business and Finance	Department:	Information Technology
Procedure Contact:	Chief Information Officer		
Date Posted:	7/15/2022		
Related Policies or Procedures:	Account Eligibility Procedure Account Creation and Closure Procedure EWU 201-02: Records Retention, Preservation & Management		

History

Revision Number:	Change:	Date:
1.0	Initial version	7/15/2022

A. Purpose

This procedure describes the process for the identification and disposition of orphaned or expired university data.

B. Definitions

Orphaned Data - University documents, data, or information without an active university account owner.

Shared Data Repository - A shared drive or library in Google Drive, Microsoft OneDrive, SharePoint, or Google Sites not owned by any university account.

C. Procedure

University accounts are managed in accordance with our [Account Eligibility Procedure](#) and [Account Creation and Closure Procedure](#).

All employees and managers are expected to follow the [off-boarding procedure](#) as provided by Human Resources, which includes ensuring that any emails, files, documents, and other electronic university materials are transferred to another employee or a shared data repository (e.g. Google Shared Drive or Microsoft OneDrive Shared Library) before the employee's separation.

In the event this is not completed prior to an employee's separation, managers may request the transfer of a separated employee's files by [submitting a service request](#) to the department of Information Technology.

Deleted materials may be recovered up to 30 days after departure and deletion of an employee account. Restoration of materials after that date is not possible.

Files and Shared Drives/Libraries originally shared by a separated employee and are only accessible by external non-university personnel will be deleted 30 days after the employee's separation.

The deletion of files does not apply to individuals who are subject to a litigation hold or public records preservation hold.

In accordance with the [Account Creation and Closure Procedure](#), students should download or transfer personal content prior to the expiration of their account. The department of Information Technology will not recover the documents or files of expired student accounts.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.

D. Other Information

Nothing in this procedure should be interpreted to supersede data retention requirements under university policy, RCW 40.14, other applicable state and federal statutes, or the university's obligations to comply with current or anticipated litigation.