admin
THE SOUTH CAROLINA DEPARTMENT of ADMINISTRATION

# Network Account Deactivation

**IT-3000B**
*(Rev. 4/2017)*

**Instructions:** This form should only be used for the deactivation of a user's network account with information provided for all required fields *(as indicated by *).* Incomplete or unclear forms may cause delay in completing request. Submit completed form to the Department of Administration Service Desk at servicedesk@admin.sc.gov. For emergency or sensitive requests and/or any questions please contact the Service Desk at (803) 896-0001 prior to submitting request.

## Agency Information*

| Agency / Division * | | | Date * 05/22/2017 |
|---|---|---|---|
| Requestor Name * | Requestor Phone * | Requestor Email * | |
| Request Type ☑ Normal ☐ Confidential *For requests marked confidential, the requestor will receive a follow-up phone call prior to the creation of the service ticket.* | | | Effective Date |

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## User's Information *(All Customers)*

| Last Name | First Name | MI | Username |
|---|---|---|---|
| | | | |

## Email Mailbox *(All Customers)*

Email / Mailbox

☐ Purge ☐ Archive ☐ Delegate To:

**Purge** – Users mailbox and emails are permanently deleted. Deleted mailbox data will be unrecoverable after 30 days.
**Archive** – Users mailbox is exported to PST file and placed under the agency archive service drive (T).
**Delegate To** – Mailbox access is delegated to the specified named user. *(Mailbox charge will remain in effect)*

## Workstation and User Data *(Complete for Managed Workstation Customers Only)*

Local Data
☐ Purge ☐ Archive

Network Data
☐ Purge ☐ Archive

Workstation / Virtual Machine Action
☐ ***REDEPLOY*** *– Reimage workstation and redeploy to new user.*
☐ ***REIMAGE*** *– Reimage workstation and return to inventory manager.*
☐ ***RETIRE*** *– Prepare workstation for surplus and return to inventory manager.*

**Purge** – User files are permanently deleted. Deleted network data will be unrecoverable after 30 days.
**Archive** – User files are copied to agency archive drive. Local data will be archived when the workstation is recovered.
**Redeploy** – Workstation is reimaged and redeployed to new user. (*Workstation charge will remain in effect)*
**Reimage** – Workstation is reimaged and returned to liaison.
**Retire** – Workstation is data wiped and prepared for disposal.

## Additional Instructions

**Requestor:** _____ *Signature* _____ *Print Name* _____ *Date*

**Agency IT Director / Liaison:** _____ *Signature* _____ *Print Name* _____ *Date*

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