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 * 11/06/2018
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

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*

Print Save Reset