

Instructions: Complete all required fields (as indicated by *). Submit completed form to the Department of Administration Service Desk at servicedesk@admin.sc.gov. Incomplete or unclear forms may cause delay in completing request.

Agency Information* (Complete for all requests)			
Agency / Division*			Date*
Account	Department		Effective Date*
Requestor Name*	Requestor Phone	Requestor Email*	

Employee Information (Complete for all requests)			
Last Name:*	First Name:*	MI:	Username

Employee Data* (Complete for all requests)	
Network / Computer Files <input type="checkbox"/> Delete <input type="checkbox"/> Archive (Statutory Requirement Only) <input type="checkbox"/> Temp Hold	Email / Mailbox <input type="checkbox"/> Delete <input type="checkbox"/> Archive (Statutory Requirement Only) <input type="checkbox"/> Delegate To: _____
<p>Delete – Files, emails and user private folders are permanently deleted and removed from network storage. Archive – Export email and hold files for Archives and History. Agency or Individual must be under statutory requirement Temp Hold – Move files to customer legacy network folder. Users with Legacy Role will have access to folder. Files will be purged after 1 year or earlier if in accordance to customer data retention policies. Delegate To – Delegate mailbox access to a specified named individual. (Mailbox charge will remain in effect)</p>	

Workstation (Managed Workstation Customers Only)	
Asset # / Serial Number	Action <input type="checkbox"/> REIMAGE – Reimage workstation and return to operation <input type="checkbox"/> WIPE – Wipe data and return workstation to inventory manager <input type="checkbox"/> SURPLUS – Prepare workstation for surplus

Additional Instructions

Requestor: _____
Print Name
Signature
Date

Security Liaison: _____
Print Name
Signature
Date

IT Director / Liaison: _____
Print Name
Signature
Date