

**Instructions:** This form should only be used for deactivation of a user's network account. Information must be provided for required fields (as indicated by \*). Incomplete or unclear forms and data will cause delay in completing your request. Submit completed and signed form to the South Carolina Department of Administration (Admin) Service Desk at [servicedesk@admin.sc.gov](mailto:servicedesk@admin.sc.gov). For emergency or sensitive requests, or if you have questions, contact the Service Desk at (803) 896-0001 **prior** to submitting your request.

Agency / Requestor Information			
Agency *	Division *	Date of Request *	
Requestor Name *	Requestor Phone *	Requestor Email *	
Request Type: *			Effective Date *
<input type="checkbox"/> Normal or <input type="checkbox"/> Confidential (if confidential, requestor will be contacted prior to action)			

User Information			
Last Name:	First Name:	MI:	Username:

Email / Mailbox	
Email / Mailbox:	Delegate to Whom?
<input type="checkbox"/> Purge or <input type="checkbox"/> Archive or <input type="checkbox"/> Delegate to:	
Purge – User mailbox and emails are deleted. <b>Agency shall be responsible to follow all state data retention requirements including regulatory compliance. Division Director approval / signature required.</b> Archive – User mailbox is exported to PST file and placed under the agency archive service drive (T). Delegate To – Mailbox access is delegated to a specified, named user ( <b>mailbox change will remain in effect</b> ).	

State Issued Cell Phone (if applicable)		
Provide the Cell Number:	Provide the Serial Number:	Is it for Inventory or Surplus?
		<input type="checkbox"/> Inventory <input type="checkbox"/> Surplus

Workstation and User Data (only required for Managed Workstation Customers)	
Local Data:	Workstation / Virtual Machine Action:
<input type="checkbox"/> Purge or <input type="checkbox"/> Archive	<input type="checkbox"/> <b>REDEPLOY</b> – Reimage workstation and redeploy to new user. <input type="checkbox"/> <b>REIMAGE</b> – Reimage workstation and return to inventory manager. <input type="checkbox"/> <b>RETIRE</b> – Prepare workstation for surplus and return to inventory manager.
Network Data:	
<input type="checkbox"/> Purge or <input type="checkbox"/> Archive	
Delegee for archive and redeployed data:	
Purge – User files may be deleted. <b>Agency shall be responsible to follow all state data retention requirements including regulatory compliance. Division Director approval / signature required.</b> Archive – User files are copied to agency archive service drive. Local data will be archived when the workstation is recovered. <b>If data is to be archived, identify the person to whom archived data shall be delegated.</b> Redeploy – Workstation is reimaged and redeployed to a new user ( <b>workstation change will remain in effect</b> ). Reimage – Workstation is reimaged and returned to liaison. Retire – Workstation is data wiped and prepared for disposal.	
Identify Type of Machine: *	<input type="checkbox"/> Laptop <input type="checkbox"/> Desktop <input type="checkbox"/> Virtual Machine
Number of Workstations: *	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 or more For each workstation, provide the model and serial number in the Additional Information section at the end of this form

See Next Page for Additional Information Section  
and  
Approval Signatures

**Additional Information or Instructions**

Provide any additional or helpful information.

<b>Requestor:</b>	_____	_____	_____
	<i>Signature</i>	<i>Print Name</i>	<i>Date</i>
<b>Agency IT Director / Liaison:</b>	_____	_____	_____
	<i>Signature</i>	<i>Print Name</i>	<i>Date</i>
<b>Division Director</b>	_____	_____	_____
	<i>Signature</i>	<i>Print Name</i>	<i>Date</i>