



FACULTY/STAFF ACCOUNT DISPOSITION

Name: _____
First Name Middle Initial Last Name

Job Title or Position: _____

School or Department: _____

Termination Date: _____

Upon termination of your employment by University of Houston-Victoria, your computer accounts will be disabled. Faculty files will be retained for approximately six months, after which time the files will be backed up and then deleted from the system. Files associated with staff accounts are usually transferred to the departmental shared drive by the employee.

If you have any special needs concerning the disposition of your files, please indicate them below:

Employee Signature: _____ Date: _____

For Supervisor Use Only

Forward Email Account?	Yes	No
To Whom?		
Date & Time to begin forwarding:		
Employee has set Outlook Out-Of-Office message?	Yes	No
Employee has copied files to Q: drive?	Yes	No

Supervisor Signature: _____ Date: _____

For Information Technology Use Only

Date Received: _____ Date Completed: _____