UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

University of Illinois Home Share Retention Policy

Document Name
    System Office Employee Home Share Folder Retention Policy

Responsible Offices: **Effective Date: December 1, 2024**
    University Office of Administrative Information Technology Services (AITS)
    University units across all three universities and System Offices

Responsible Official: **Last Revision Date: September 2024**
    ITSO Production Engineering, AITS

Policy Sections

University of Illinois Home Share Retention Policy

1. Purpose

This policy outlines the retention and deletion process for files stored in the employee user home share after an employee leaves the university. The policy ensures that all files are managed appropriately, in accordance with the university's [data retention](#) standards.

2. Scope

This policy applies to all employees who utilize the System Office storage systems and maintain files within their designated user home shares that are provided by AITS.

3. Policy

3.1 File Deletion After Departure

Upon separation from the university, an employee's access to their user home share will be revoked. Files stored in the employee's user home share will remain accessible for 90 days from the date of the employee's departure. After this 90-day grace period, all remaining files in the user home share will be permanently deleted. The share will also be deleted after 90 days.

3.2 Employee Responsibility Before Departure

It is the responsibility of the departing employee to review their files in the user home share prior to leaving the university. Employees must coordinate with their supervisors to identify and preserve any files that are essential to the department or required to be retained under the university's [data retention](#) policies.

3.3 Supervisor Review and Long-Term Storage

Supervisors should work closely with the departing employee to review all files in the user home share. Any files that must be retained, either for operational purposes or to comply with the university's retention policy, should be moved to an appropriate long-term storage location prior to the employee's departure. This may include transferring files to departmental shared drives or other designated archival systems.

3.4 University Retention Policy Compliance

All files that are identified for retention must adhere to the university's data retention guidelines. It is the joint responsibility of the employee and the supervisor to ensure that retained files comply with these guidelines and are moved to an appropriate location.

3.5 Post-Departure Deletion Process

After the employee has left and the 90-day retention period has expired, AITS will initiate a process to permanently delete the employee's user home share files. Once the files are deleted, they cannot be recovered.

3.6 Exceptions

In exceptional circumstances where files need to be retained beyond the 90-day period, supervisors or the departing employee may request an exception and/or supervisor access from System Office Human Resources department working with AITS. Such requests must be submitted in writing and should detail the reason for the exception and the files involved. These requests will be evaluated on a case-by-case basis. Deleted files may be recovered from backups (possibly taken prior to separation).   Recovery will be done on a case-by-case basis.

4   Compliance

Failure to adhere to this policy may result in the loss of important data. It is crucial that both employees and supervisors ensure that any files necessary for university operations are appropriately managed prior to the employee's departure.

5   Policy Review

5.1 Review

This policy will be reviewed periodically and may be updated to reflect any changes in university data retention standards or operational needs. This policy ensures that essential data is preserved and appropriately managed while ensuring that unnecessary files are purged after a reasonable time following an employee's departure.

5.2 Revision History

<The revision history should be from newest revision to oldest revision>

Date of revision	What revisions were made	Who made revisions
9/3/2024	Initial Draft of Policy	Brian Schoudel