

Email for Retired Staff Policy

Division: Finance and Management

Date Established: 05/08/2018

Responsible Office: Computing and Instructional Technology

Date Last Revised: 04/20/2026

Date Posted to Library: 06/25/2021

POLICY SUMMARY

This policy guides the disposition of employee email accounts upon retirement.

POLICY STATEMENT

Retiring faculty members with Emeritus status may be granted continued access to their Buffalo State network and email accounts with the approval of the chair or dean. Postretirement, the continuing accounts will remain active as long as they are in use and will be deactivated following 6 months of inactivity.

Buffalo State network and email accounts associated with all other retiring (non-Emeritus) employees will be disabled after 60 days, then deleted. However, the email account may remain active at the request of the retiring staff member with approval of the Buffalo State President or designee.

If the request is denied an alternate account may be created. Postretirement, the continuing email accounts will remain active as long as they are in use and will be deactivated following 6 months of inactivity.

The use of campus electronic resources by any employee or other person authorized by the university must be consistent with the Policy on the Use of Electronic Resources, University Resources (Policy Governing Use of) and other applicable policies.

DEFINITIONS

eDiscovery – a process in which electronic data is sought, located, secured, and searched with the intent of using it as evidence in a civil or criminal legal case

Emeritus – Members of the University faculty who retire in good standing shall be entitled to append the term “Emeritus” to the title of their academic or administrative post after the time of retirement (Policy VI:14:00, “Emeritus Status,” Buffalo State Directory of Policy Statements).

FOIL –Freedom of Information Law (Public Officers Law Article 6 §§ 84–90) requires that entities within the State University of New York (SUNY) make certain records available to the public. The law requires each campus and the system administration of SUNY to designate records access officers. Requests for information from the campus or the system administration should be directed to the respective records access officer at each location, as appropriate

Litigation hold – a process used by university to preserve all forms of relevant information when litigation is reasonably anticipated.

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SCOPE & PURPOSE

Campus policy requires that campus resources be used for official university business only. Because faculty and staff email accounts are a campus resource, the related policies listed below preclude the personal use of these accounts. In addition, messages in all such accounts may be subject to FOIL requests, litigation holds, and eDiscovery.

Emeritus faculty may be extended selected privileges after retirement, according to the SUNY Board of Trustees Policies Article XV Title D: Privileges after Retirement. Buffalo State extends to Emeriti the right to utilize library facilities and resources, which requires access to a campus network account.

Non-emeritus retirees may be extended email privileges after retirement, with the approval of the Buffalo State President or designee, in order to contribute to the mission of the university.

Upon request Buffalo State provides network and email accounts for those who have retired as Emeriti, and email accounts for other retirees. Unless a Service Request is received, accounts that are not accessed within 60 days of retirement will be deactivated. During that 60-day timeframe, retiring faculty or staff members are responsible for disposition of any messages that remain in their campus email accounts. After 60 days the accounts will be deactivated.

Continuing accounts may be requested through the IT Self-Service Portal. The IT Help Desk can assist.

Continuing accounts assigned to retiring faculty and staff will remain active for a minimum of 6 months post-retirement. Continuing accounts that are not accessed for 6 months or more postretirement will be deactivated.

Once an account has been deactivated, it will be retained for 30 days before being deleted.

RESPONSIBILITIES

Chief Information Officer

APPLICABILITY

This policy applies to all retired employees.

RELATED PROCEDURES

[University Resources \(Policy Governing Use of\) Electronic Resources \(Policy on the Use of\) Policy VI:14:00, "Emeritus Status," Buffalo State Directory of Policy Statements](#)

APPENDIX/AUTHORITY

[Policies of the Board of Trustees, State University of New York, June 2014](#)

CONTACT INFORMATION

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APPROVAL

Buffalo State University President's Cabinet, 05/08/2018

REVISION HISTORY

Date of change: 02/03/2020

Brief description of edit: Editorial changes relating to divisional reorganization.

Date of change: 04/16/2026

Brief description of edit: Reformatted to ADA Accessible Template