

Policy on Files of Deceased Employees

In the event of an employee's death, electronic files that reside on University equipment should be processed as follows:

- The employee's immediate supervisor (Dean of the College for college faculty or Dean of the School of Theology for theology faculty) should contact the Technology Access and Support office to arrange for access to any files.
- When access is gained to email files, messages should be previewed and distributed as necessary.
- Any email messages of a personal or private nature should be printed and arrangements made to send or take them to an appropriate family member.
- All widows and widowers of employees and retirees may have electronic access to the network on the same basis as retired employees without charge.
- Fileserver files; the employee's immediate supervisor (Dean of the College or Dean of the School of Theology for faculty) should contact the Technology Access and Support office to arrange for access to these files.
- Once access is gained, files should be previewed and moved to other areas as needed.
- Arrangements should be made with an appropriate family member to handle any personal or private files that belonged to the deceased employee.

The employee's immediate supervisor (Dean of the College for college faculty or Dean of the School of Theology for theology faculty) should contact the Technology Access and Support office to arrange for access to any files.