

DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No. 23

EFFECTIVE DATE: AUGUST 22, 2017

SUBJECT: DEACTIVATION OF INACTIVE USER IDENTIFICATION

AUTHORIZATION: R.S. 36:354

I. POLICY

It is the policy of the Department to maintain an information system that ensures that only individuals with legitimate business needs have user identification that allows access to the system.

II. PURPOSE

The purpose of this policy is to provide a process for ensuring that inactive employees, vendors with expired contracts, or other individuals who no longer have a legitimate business need do not have user identification that allows access to the Department's computer network.

III. APPLICABILITY

This policy will apply to all classified and unclassified employees, students, vendors and all contractual employees.

IV. PROCEDURE

The procedure for monitoring user access to DNR's computer network shall include:

- A. The Office of Technology Services (OTS) will deactivate the account of any individual who has not logged onto DNR's computer network in thirty or more days. A list of such inactive accounts will be provided to the Human Resources Division. In reviewing the report, the Human Resources Division will seek input from the individual's supervisor, if needed, to determine whether the inactive accounts should be deleted or reactivated, and will notify OTS accordingly.
- B. Every September, an annual report will be issued by OTS to each Appointing Authority or his/her designee. These annual reports will identify all employees, vendors and contractual employees who have access to DNR's network. These reports should be reviewed and returned to OTS certifying approval and noting any ineligible/inactive users.

V. RESPONSIBILITY

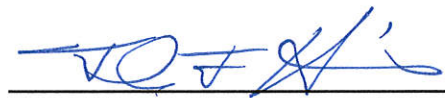
It is the joint responsibility of OTS, the Human Resources Division and each Appointing Authority to assure there are no ineligible users with access to DNR's network.

VI. EXCLUSIONS

Exceptions to this policy must be approved in writing by the Undersecretary.

VII. QUESTIONS

Questions regarding this policy should be directed to the Undersecretary.



THOMAS F. HARRIS, SECRETARY
8/24/2017

DATE

INITIAL ISSUE DATE: 04/03

REVISION DATE: 08/17