DIN: 5150-1-01
Title of Policy Email Addresses for Alumni

Policy
Graduates’ college email addresses will be kept open for one year after the date of their graduation. Alumni will continue to be bound by college policy 5200-1-01 Acceptable Use of Computer and Information Technology Resources.

Purpose
To facilitate communications with alumni regarding job postings, campus activities, and other information of interest to alumni.

Responsibility
The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Department</td>
<td>Collect graduates’ email addresses into an “Alumni” distribution group. One year past their graduation date, remove graduates’ email addresses.</td>
</tr>
<tr>
<td>Faculty/staff</td>
<td>Communicate important messages and information of interest to alumni</td>
</tr>
</tbody>
</table>

Supporting References
Listed below are college document(s) that support this policy:
5200-1-01 Acceptable Use of Computer and Information Technology Resources

Compliance References:
Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).
MnSCU Policy 5.22 Acceptable use of Computers and Information Technology Resources.