



**Information Technology Services
Security Control Standards**

NIST Control Family – Personnel Security

CONTROL NUMBER	CONTROL NAME	PRIORITY	REVISION DATE	NEXT SCHEDULED REVIEW DATE
PS-4	Personnel Termination	P1	4/15/2020	4/15/2021

I. Statement

In the event of termination of individual employment, the university terminates information resource access, retrieves all university information system-related property, and provides appropriate personnel with access to official records created by the terminated employee that are stored on university information resources.

II. Applicability

This Control applies to all Tarleton network information resources. The intended audience for this Control includes all information resource owners, custodians, and users of information resources.

III. Risk Statement

Security breaches occur during employment terminations or changes due to lack of defined management responsibilities for these situations.

IV. Implementation

It is the responsibility of the information resource owner or manager, in conjunction with Human Resources, to:

- A. Disable information resource access after notification of termination;
- B. Revoke the individual’s university credentials, controlled by the information resource owner;
- C. Retrieve all university information resource property; and
- D. Retain access to university information and information resources formerly controlled by the terminated individual.