

**RETIREE’S REQUEST**

**TO RETAIN**

**FARMINGDALE E-MAIL ADDRESS**

**TO:** helpdesk@farmingdale.edu

**FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Please Print Name)**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RE:** Farmingdale Email Account

I wish to keep my Farmingdale E-mail account active after retirement. I agree to abide by the following Acceptable Use Policy:

<https://www.farmingdale.edu/policies/?pid=214259>

I understand that this account will be terminated after one year of inactivity.

I will adhere to the proper maintenance of this account by deleting old emails and keeping storage within appropriate limits.

Thank you,

**SIGNED**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_