State of Nevada EnterpriseIT

Inter-Agency E-Mail Transfer Form

Enterprise IT Services (EITS) will transfer the email account of a state employee from one agency to another under the conditions described below when a transferring employee requires continuing access to an established email account or when a transferring employee will continue to use an established email user name.

▶ **As the Information Security Officer (ISO) of the originating agency, I understand…**

1. My agency owns the e-mail account and authorizes the transfer of ownership to the new agency.
2. My agency owns the contents of the e-mail account and has approved the transfer of any sensitive information in the employee email account (mailbox) to the new agency.
3. My agency has determined that the transfer of the contents of the employee email account (mailbox) will not violate any state security policies and procedures, and/or regulatory compliance rules that may apply to my agency, such as the requirements of HIPAA, CJIS, IRS, etc.
4. The transferring employee may have access to e-mail distribution groups, calendars, security groups, and group mailboxes, and those links must be disconnected or disassociated from the transferring account.

Originating Agency ISO Signature	Print Name	Date

▶ **As the Information Security Officer (ISO) of the destination agency, I understand…**

1. The email account (mailbox) to be transferred is owned by the originating agency and cannot be transferred without that agency's approval.
2. The email account (mailbox) may contain information that is specific to the originating agency and/or sensitive or of a protected nature in light of the requirements of the originating agency or external legal or regulatory regimes, such as HIPPA, CJIS, IRS, etc.
3. My agency, upon the transfer of the email account (mailbox), assumes the responsibility to ensure the contents of the account are in compliance with state security policies and procedures, and/or regulatory compliance rules that apply to my agency, such as HIPAA, CJIS, IRS, etc.

Destination Agency ISO Signature	Print Name	Date

▶ **As the end user of the email account that will be transferred to my new agency, I understand…**

1. My email account and the contents of that account must comply with state security policies and procedures and the information security requirements of both my old and new agencies.

End User Signature	Print Name	Date