


MEMORANDUM

TO: All State Parks and Cultural Resources Employees

FROM: Milward Simpson, Director 
Wyoming Department of State Parks & Cultural Resources

DATE: January 26, 2016

RE: Agency Network/E-mail Revocation Policy

In an effort to improve agency IT controls, the following policy has been put in place:

Network and E-Mail access for all employees shall be revoked not more than one (1) business day following an employee's last day worked. The last day worked is defined as the last business day actually worked prior to any approved terminal leave being taken.

Thank you for your attention to this memo.

