IAS REQUEST FORM TO

**INACTIVATE A SYSTEM CODE**

**To begin the inactivation process, please fill in the below form and return the form to us. Please answer each question even if it is "N/A" or "none.” We will also need an email from your supervisor approving the request to inactivate your system code.**

**Press F1 for help in any field. Use TAB to move to next field.**

**System Code to be inactivated:**

**System Name:**

**System Owner Name:**

**IAS Technical Point of Contact (POC):**

**POC Phone Number:**

**Primary Platform:**

1. Is the system being inactivated in IAS because literally no one is using the system (and there will be no future need for this system)?

YES:  NO

1. Have the customer/sponsor and all users been notified?

YES:  NO

If Yes: How?

1. When should user access for this system be removed?

Immediately:  No later than (date):

Identify user level of access:

Field:

Headquarters:

Nationwide:

1. How does user access system

Desktop (name file):

URL (name url):

Server (identify server and name of folder/file):

1. Have all links and web pages been identified (and removal requested) for this application/system on HUD@work and HUD.GOV?

YES:  NO:  N/A (no links or web pages exist):

If **Yes** is selected, please list all web page urls requested to be removed:

1. Does this system interface (receive or send data) with any other system?

YES:  NO:

If **Yes** is selected, have the appropriate system project leader/sponsor been notified of this inactivation request? How:

1. Where is the data this system contained?

Identify location of database(s):

List files to be removed: