

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 ☐

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

YES: ☐ NO ☐

If Yes: How?

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

Immediately: ☐ No later than (date):

Identify user level of access:

Field:

Headquarters:

Nationwide:

4. How does user access system

Desktop (name file):

URL (name url):

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

5. 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:

6. 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:

7. Where is the data this system contained?

Identify location of database(s):

List files to be removed: