

ETH Zürich  
Reto Gutmann  
Director IT Services  
STB J 19  
Stampfenbachstrasse 69  
8092 ZürichTelephone +41 44 632 35 74  
rgutmann@ethz.ch  
www.id.ethz.ch

Zurich, July 4, 2014

**Directive for the release of IT-resources****Applicability:** Users of services provided by IT Services ETH Zurich, IT Services ETH Zurich**Validity:** from July 1, 2014 unlimited

The technical resources on which our IT services are based are obviously finite. In order for us to be able to continue offering our users certain services within a free service package i.e. without any direct costs, resources that are no longer being used must either be reclaimed or released by the IT Services. Users are required to immediately release resources that are no longer needed. The IT Services has appropriate processes and tools available for the release of unneeded services. The user must be aware that he does not own these resources but has borrowed them from the IT Services in connection to a service he is providing.

Regarding resources which have not been used during **6 months** we differentiate between two different situations:

- The party<sup>1</sup> responsible for use of the resource can be determined.  
The IT Services contacts the responsible party and notifies him of termination.  
Limited extension of use is possible if justified.
- The person responsible for use of the resource cannot be determined.  
The resource is released. As a rule, any subsequent objection cannot be considered because the resource is reallocated.

Some examples of above-mentioned resources are (non-exhaustive list):

- IP addresses
- Email accounts
- Storage space
- Virtual server
- DNS entries and static address assignments
- Telephone numbers
- Bridged network sockets
- Firewall access rules

IT Services operational units are instructed to detect non-use and implement the directive for all relevant resources.

---

<sup>1</sup> Person, department, function role, etc.

