# Windows Enterprise
# OU Administrator Tips

# Shutdown of a Departmental/College Organizational Unit

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This document describes how shut down a departmental "Organizational Unit" ("OU") in the Iowa State Windows 2000 enterprise domain ("iastate.edu").

## Removing a College/Departmental OU

NEVER simply "delete" a top level college/departmental OU. It almost certainly contains NetID-based user objects that must be moved to the "Relocation" container first. Coordination with the Windows Enterprise domain administrators is always required for an orderly shutdown.

Email its-ad-admins@iastate.edu to coordinate removing your top-level departmental/college OU from the Enterprise domain.

Remember, this only applies to the top level "Departmental" or "College" OUs (the first two levels of the Enterprise OU structure and the only OUs that must be created by request). You do NOT need to coordinate the creation/deletion of any "sub-OUs" within your department (that is why you were delegated "full control"). The one exception to this rule is a "Users" OU (or any OU containing NetID-based user objects). You should never delete NetID-based user objects using any method. See "Managing Users Within a College/Departmental Organizational Unit" for more information (http://tech.ait.iastate.edu/windows/admin/UserMgmtInOUs.pdf).