

**UO Request Form for Authorization to Access to Electronic Communications Records**

*For more information, see applicable UO Information Security*

*Procedures:* ([http://is.uoregon.edu/system/files/UO\\_IS\\_ElectronicRecordsAccessProcedure.pdf](http://is.uoregon.edu/system/files/UO_IS_ElectronicRecordsAccessProcedure.pdf))

**1. NAME AND DEPARTMENT OF HOLDER OF ELECTRONIC COMMUNICATIONS RECORD:**

\_\_\_\_\_

Name	Department
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**2. BASIS FOR THE REQUEST**

**A. TYPE OF AUTHORIZATION**

- Prior Authorization
- Post-access Authorization: Emergency Circumstances required immediate access (attach explanation or describe below).

**B. IS PROCEDURE PROVISIONS UNDER WHICH ELECTRONIC RECORDS ARE TO BE ACCESSED (check all that apply) Required by and consistent with law**

- Reasonable belief of violation of law or UO Policy
- Compelling circumstances
- Time dependent, legitimate operational circumstances

**3. FURTHER EXPLANATION (Or attach relevant materials):**

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\_\_\_\_\_  
\_\_\_\_\_

**4. NAME AND DEPARTMENT OF INDIVIDUAL REQUESTING ACCESS:**

\_\_\_\_\_

Name	Department
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**5. SIGNATURES, APPROVALS OR DENIALS:**

Does the Office of the General Counsel recommend access? \_\_\_ YES \_\_\_ NO

\_\_\_\_\_

Name of OGC Representative	Title	Date
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**Does the Top-level Administrative individual (Vice Provost/Vice President/Dean/Department Head) approve access? \_\_\_YES \_\_\_NO**

\_\_\_\_\_  
Name of Top-level Administrative Individual Title Date

**Does the Chief Information Security Officer recommend access? \_\_\_YES \_\_\_NO**

\_\_\_\_\_  
Name Title Date

**6. TECHNICAL STAFF WHO WILL RETRIEVE INFORMATION:**

\_\_\_\_\_  
Name Department

**7. ROUTING INSTRUCTIONS**

**Please send a copy of this completed form, regardless of whether access is authorized, to the Chief Information Security Officer, Information Services Office, 237 Computing Center, 1212 University of Oregon, Eugene, Oregon 97403-1212. Do not include attachments.**

**If access is authorized, this completed form may be presented to the appropriate Technical Administrator who can provide access to the records requested. Any access authorized shall be limited to the least perusal of contents and the least action necessary to resolve the matter.**