To: UNH Information Technology       Date: ______________

Requestor: ____________________________________________________________

Requestor Credentials: _______________________________________________

Request Approved By: ________________________________________________

Detailed Description of Request:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Requestor’s Signature: ___________________________ Date: __________ ID Ver. * __________

University policy requires documented approval from all persons whose information will be released, as well as, 48 hours advance notice. If not practical, VP approval (e.g., the VP of Student and Academic Services, Finance and Administration, Advancement or Research and Public Service) is required instead.

I approve release of my information as requested above.

Name: ___________________________ Signature: ___________________________ ID Ver. * ______ Date: ______

Name: ___________________________ Signature: ___________________________ ID Ver. * ______ Date: ______

Name: ___________________________ Signature: ___________________________ ID Ver. * ______ Date: ______

Name: ___________________________ Signature: ___________________________ ID Ver. * ______ Date: ______

*AUTHORIZED UNH IT STAFF ONLY

OFFICE USE ONLY

Form Received By: ___________________________ Signature: ___________________________ Date: ______

Records Released By: ___________________________ Signature: ___________________________ Date: ______

Records Received By: ___________________________ Signature: ___________________________ Date: ______
Form Instructions for Requestor

1. Applicable Situation(s) - UNH person (ex. employee or student) requesting to access another UNH person’s electronic records/content, such as telephone call records, electronic mail and/or computer storage media content.

NOTE: This form should be filled out at the Dimond Academic Commons (DAC).

2. Requestor Credentials - Proper credentials are required when submitting this form. Supervisors or an authorized manager/director are qualified to submit this request.

3. Request Approved By - Proper authorization from the appropriate Vice President, as listed on the front side of this form, is required when submitting this form if owner of the information has not approved the request or if confidentiality is required (for example, for a sealed subpoena or university investigation).

4. Detailed Description Request - Required information
   4.1 Date of the request
   4.2 Requested electronic content, such as e-mail, telephone records or other password-protected information.
   4.3 Date(s) of content
   4.4 Room(s)/location(s) of the phone number(s)/electronic location of content
   4.5 To whom the information is being released
   4.6 Name and signature of any individuals with shared access to the information being requested (ex. student, residence hall phone)

Example:
"I am requesting access to electronic mail for employee Jane Doe for records dating May 1, 2005. I am Jane Doe’s direct supervisor. No other employees share this information, and have documented proper Vice Presidential authorization on this form."

5. Shared Access Consent - University policy requires documented approval from all persons whose information will be released and 48 hours advance notice. If either condition is not practical, VP approval is required instead.

6. Submit completed form to the DAC, Dimond Library

Instructions for DAC Representative

1. DAC staff receiving this form must witness each individual signature and confirm identity of the signee via photo identification and initial where appropriate next to each signature.

2. Alert senior manager or staff member on-duty of the submitted request and make arrangements to securely fax the document to alert receiving manager, the receiving party must wait at the fax machine to receive form.

3. DAC staff securely transfers the original request document(s) to senior TCS manager for filing in locked storage.

4. CAUTION: If at any point the case appears to deviate from the process described above, consult with the UNH Information Security Officer (ISO).

Instructions for TCS Senior Manager

1. Senior manager receives request form from DAC staff and verifies the form was filled out completely, and notifies IT Security Officer to document the process and intention to release the information.

2. Administrator of the information assembles the information and/or arranges for access to password-protected information and delivers information in a sealed envelope to senior TCS manager for safe storage until authorized individual receives records.

3. If no questions remain about whether the appropriate process was followed, and/or no concerns are raised by IT CIO or USNH Legal Counsel, senior TCS manager notifies the authorized person that the information is ready to be picked up and makes arrangements for the pickup.

4. Upon successful delivery of the information to the authorized person, the Senior TCS Manager documents the transfer on the request form and the receiving employee prints name and signs the form to confirm receipt of the records.

5. File a copy of the form with IT Security Officer.

CAUTION: If at any point the case appears to deviate from the process described above, senior TCS manager will consult the UNH Information Security Officer. If not available, contact the CIO, USNH Legal Counsel and/or another Vice President as appropriate.