

Request for Nonconsensual Access to Electronic Communication Records

Use this form to comply with the provisions for nonconsensual access to electronic communications records as specified in the [UC Electronic Communications Policy](#) ("ECP"), Section IV, Privacy and Confidentiality. Guidance about requesting access to records, with or without consent, is available from Campus Counsel office.

Procedures: Complete Sections 1-8 below. Attach supporting documentation as necessary.

The form may be signed and sent electronically.

Submit to Office of Legal Affairs.

1. Records Requested By

Name _____ Department: _____

Title _____ Date: _____

2. Name of ***Holder*** of Electronic Communications Records: _____

3. ***Holder's*** E-mail Address : _____

4. Type of Request

Prior authorization

Post-access authorization: Emergency Circumstances required immediate access

5. Description of the Electronic Communications Records for Which Access Is Requested

6. ECP Provisions supporting access;

(check all that apply):

Required by and consistent with law

Reasonable belief of violation of law or UC policy

Compelling circumstances

Time-dependent, critical operational circumstances

7. If applicable, attach a brief explanation of the circumstances supporting this request

8. Does the Department Head Recommend Access? Yes No

Name of Dept. Head _____ Date _____

Signature _____ Title _____

9. Pursuant to ECP Implementation Guidelines, Section III.A.1 Authorization, does Campus Counsel Recommend Access?

Yes No

10. Faculty or Student Request: Associate Vice Chancellor for Academic Affairs
Staff Request: Senior Vice Chancellor for Administration and Finance

Is Access Authorized? Yes No

Authorizing Name _____

Authorizing Signature _____ Date _____

Original: Department Administrator Copy to: IT Policy Administrator, Legal Affairs

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