

UCOP Request Form for Nonconsensual Access to Electronic Communications 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 on the Web. Policy advice may be obtained by contacting the Associate Vice President–Information Resources and Communications (IR&C).

Procedures: Requests for access should be made by a manager or, in cases in which an investigation will be conducted, the UCOP Director of Investigations in the Office of Ethics, Compliance and Audit Services. (a) Complete and print the form. (b) Attach documentation as necessary. (c) Obtain signatures. (d) **Submit a copy of the signed form to the AVP–IR&C for annual reporting purposes, as required by the ECP.**

1. Records Requested By **Date:** _____
Name _____ Department: _____
Title _____

2. Name of Holder of Electronic Communications Records: _____

3. Holder's E-mail Address and Desktop Computer Location: _____

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 under Which Records Are to Be Accessed (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. Attach an Explanation Describing the Circumstances Supporting this Request.

8. Does the Department Head Recommend Access? Yes No

Name of Dept. Head _____ Date _____

Signature _____ Title _____
Department Head

9. Seek Advice of Counsel. Does Counsel Recommend Access? Yes No

(see ECP Implementation Guidelines, section III.A.1 Authorization)

10. Is Nonconsensual Access Authorized? Yes No

Authorizing Signature _____ Date _____

*Executive Vice President–Business Operations or
(in the case of academic appointments) Provost & Executive Vice President–Academic and Health Affairs*

Original: Department Administrator

Retain: 7 Years