TRACKING FORM FOR NON-CONSENSUAL ACCESS TO EMAIL RECORDS

Use this form to monitor compliance with the provisions for non-consensual access to electronic mail records as specified in the Electronic Mail Policy and the UCOP Implementing Guidelines for the Electronic Mail Policy. Please attach detailed documentation as necessary.

Please present the authorized form to the appropriate UCOP Email Facility Manager:

❑ Corporate Data Center ❑ Laboratory Administration ❑ Continuing Education of the Bar

NAME OF THE EMAIL HOLDER . . . . . .

EMAIL RECORDS SOUGHT FROM DATE . . . . . TO DATE . . . . . .

SUBJECT OF EMAIL RECORDS SOUGHT. . . . . .

. . . . . .

PROVISIONS OF THE EMAIL POLICY UNDER WHICH EMAIL RECORDS ARE SOUGHT (check all that apply):

❑ Required by and consistent with law
❑ Violation of law or UC Policy
❑ Compelling circumstances
❑ Time-dependent, critical operational need

REASONS WHY CONSENT CANNOT BE OBTAINED (check all that apply):

❑ The email holder has denied a request to access the specified University records
❑ The email holder cannot be contacted because of absence, illness or death
❑ Compelling circumstance preclude requesting the email holder's consent
❑ Post-authorization: the records have already been accessed

COMMENTS:

REQUESTED BY . . . . . DATE . . . . . .

DEPARTMENT . . . . . .

IS NON-CONSENSUAL ACCESS RECOMMENDED? ❑ YES ❑ NO

DEPARTMENT HEAD . . . . . DATE . . . . . .

IS NON-CONSENSUAL ACCESS RECOMMENDED? ❑ YES ❑ NO

GENERAL COUNSEL . . . . . DATE . . . . . .

IS NON-CONSENSUAL ACCESS APPROVED? ❑ YES ❑ NO

. . . . . DATE . . . . . .

THE SENIOR VICE PRESIDENT-BUSINESS & FINANCE ***OR***
THE PROVOST AND SENIOR VICE PRESIDENT-ACADEMIC AFFAIRS (in the case of faculty)