

**Please note if you are filling in the form fields using your computer**

**Filling in the Form.** Put your cursor in the first field, enter your data, and use the TAB key to advance to the next field or SHIFT-TAB to go to the previous field. Once you have entered data in the last field, you must hit TAB one more time before printing.

**Saving Your Work.** You can fill out the form electronically, but depending on your software/computer you may not be able to save the document with the information you have entered. If that is the case, be sure to print out the completed form before exiting the document.

**Memory Cache.** The information you have entered on the form may persist for a while before it is cleared from your computer's memory.

**GO TO THE NEXT PAGE TO VIEW THE FORM**

## **UCLA Authorization Form for Non-consensual Access to Email Records**

Complete this Form to obtain non-consensual access to the records specified below in accordance with the applicable requirements of the University Electronic Communications Policy and Campus Guidelines. Access which may be authorized shall be limited to the least perusal of contents and the least action necessary to resolve the matter. Attach detailed documentation as necessary. Once authorization has been obtained, the completed form may be presented to the network administrator who can provide access to the records requested.

Name of Email Holder: \_\_\_\_\_ Department: \_\_\_\_\_

Account and System Name(s): \_\_\_\_\_

Period for Which Email Records Sought: From (Date): \_\_\_\_\_ To (Date): \_\_\_\_\_

Subject of Email Records Sought: \_\_\_\_\_

Has access been granted due to the presence of Emergency Circumstances\*? ☐ Yes ☐ No

If Yes, please explain: \_\_\_\_\_

\*Where time is of the essence and there is a high probability that delaying action would almost certainly result in Compelling Circumstances.

**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 Circumstances preclude requesting the Email Holder's consent

Comments: \_\_\_\_\_

**Provisions of the UC Electronic Communications Policy Under which Email Records are Sought (check all that apply):**

University Policy states that the University shall only permit the inspection, monitoring, or disclosure of Electronic Mail without the consent of the holder under one or more of the following circumstances.

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

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor's Department/Unit: \_\_\_\_\_

**Signatures of Campus Officials**

Is Non-Consensual Access recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Signature and Title of Email Holder's Department/Unit Head _____	

Is Non-Consensual Access recommended? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Signature of one of the following (check the appropriate box):	
<input type="checkbox"/> Campus Counsel <input type="checkbox"/> Medical Center Counsel <input type="checkbox"/> Asst VC - CHR <input type="checkbox"/> Sr Assoc Dir - Med Ctr HR	

Is Non-Consensual Access approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____
Signature of one of the following Campus Officials (check the appropriate box):	
<input type="checkbox"/> Vice Chancellor - Academic Personnel <input type="checkbox"/> Vice Chancellor - Student Affairs <input type="checkbox"/> Administrative Vice Chancellor	
<input type="checkbox"/> Assoc VC/CEO Hospital Systems <input type="checkbox"/> Exec Vice Chancellor/Provost <input type="checkbox"/> Chancellor	

*Campus Officials should retain the original of the completed form and send a copy to the Director, IT Policy, OIT.*