

**Request to Inspect, Monitor, or Disclose Electronic Records—
Access with Consent**

Instructions: Use this form to monitor compliance with the provisions for access to records with the consent of the record holder. See UC Davis Policy & Procedure Manual 310-24, paragraph V.A. Attach documentation as necessary.

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|--------------------------------------------------|
| Name of record holder _____ |
| Records sought from (date) _____ to (date) _____ |
| What records are sought? |
| Why are these records needed? |
| Requested by _____ Date _____ |

Individuals who have been granted access with consent:

- a. Must not use the grant of access to obtain records other than those required to continue University business in the holder's absence.
- b. Must limit their inspection of the records to the least perusal of contents and the least action necessary to obtain the needed records.
- c. May not seek out, use, or disclose personal information contained in the records.
- d. Must not violate the UCD Acceptable Use Policy regarding use of a false identity.
- e. Must take all necessary steps to protect the access and/or account from unauthorized use.

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|------------------------------------------------------------------------------------------------------|
| I give my consent for access to my records. <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Comments: |
| Record holder _____ Date _____ |
| Department _____ |

Original: System Administrator Copy: Record Holder Retain: 3 years