

**Request to Inspect or Disclose Electronic Records—
Access Without Consent**

Instructions: Use this form to comply with the provisions for access to electronic communications records without the consent of the record holder. See UC Electronic Communications Policy, paragraph IV.B, and UC Davis Policy and Procedure Manual Section 310-24, V.B, for instructions and routing.

Name of record holder _____

Records sought from (date) _____ to (date) _____

What records are sought? _____

Check one: Records have not yet been accessed Records have already been accessed

Attach an explanation of the circumstances that justify access without consent. The explanation must explicitly address one or more of the four circumstances defined in the UC Electronic Communications Policy, IV.B, and Appendices A, B, and C.

- Required by and consistent with law.
- Violation of law or University policy.
- Compelling circumstances that preclude holder's consent.
- Time-dependent, critical operational circumstances.

If records have already been accessed, the attached explanation must note the emergency circumstances, subpoena, or search warrant that justified access in advance of authorization (must explicitly reference one or more of the circumstances described in UC Electronic Communications Policy, IV.B.1, and IV.B.6, and Appendix A).

Requested by:

Signature _____ Department _____ Date _____

Is access without consent recommended? Yes No

Department head _____ Date _____

or Electronic Information Security Guidelines Coordinator

Has advice of Counsel been sought? Yes No

Signature _____ Date _____

The Provost & Executive Vice Chancellor must consult, in writing, with the Chair of the Academic Senate prior to approving access of the records of faculty as defined in APM 110-4(14).

Date consulted _____ By _____

Is access without permission approved? Yes No

Signature _____ Date _____

Vice Chancellor—Student Affairs (students) or
Provost and Executive Vice Chancellor (academic appointees) or
Hospital Director (UCDHS) or
Vice Chancellor—Administration (staff and other users)

Original: Authorizing Official

Copy: Department Head; VP-IET

Retain: 3 years