



## ELECTRONIC RECORDS (RESOURCES) REQUEST FORM

Enterprise Policy, Disclosure of Individual User e-Resource Records defines the state policy concerning eRecords requests. Only Electronic Access Authorizing Officials (see definitions) may request access and forwarding of electronic communication records. An alternative, higher-level permission will be obtained for individuals with a direct reporting relationship to an authorizing official. An organization head may choose to designate another member of their organization to fulfil the obligations of the policy by completing this form.

### Organization Information

### eRecords Request Designee

Name  Title

Phone  E-Mail

### Authorizing Official

Name  Title

**Signature**

**Date**

Email completed form to: [erecordsrequest@state.de.us](mailto:erecordsrequest@state.de.us)

For the eRecords Request Policy and Request Form see the DTI Enterprise Standards and Policies page at <https://dti.delaware.gov/information/standards-policies.shtml>.