



ELECTRONIC RECORDS (RESOURCES) DESIGNATION 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 fulfill 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@delaware.gov

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>