



REQUEST TO DISCLOSE INDIVIDUAL USER eRESOURCE RECORDS
CONFIDENTIAL

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. 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>. *Email completed form to the Office of the State CIO at erecordsrequest@state.de.us or fax to (302) 677-7081.*

Requester Information

Organization Name Requester Phone

Requester Name Title Email

Requesting Organization's Contact Person

(DTI will send electronic access instructions to retrieve the requested information to the Contact Person.)

Contact Name Phone Email

Request in Conjunction with (select one):

*Organization Need *FOIA **Litigation Hold Subpoena

*Requests in conjunction with FOIA and Organization Need are provided without e-mail sent to or from Legislative Hall email accounts.
 **Litigation Hold e-mail will be retained at DTI until requested.

Request Detail (If more than one individual, use the additional information section or a separate attachment to provide the additional name(s) and email information)

Individual User Full Name

Work Location E-Mail Address

eRecords Requested	E-Mail	Date From	Date To
	Internet Access Logs	Date From	Date To
	*Other	Date From	Date To

Enter additional information to assist in the completion of your request. **This field is required if "Other" is selected.**

Authorizing Official (The Organization head or their authorized designee)

My signature below authorizes you to provide the records indicated to the individual named as the requester on this form. I believe this request is required to meet a court order, audit, FOIA or legitimate state operational or management purpose.

Name

Signature

Date