



ELECTRONIC RECORDS (RESOURCES) DESIGNATION FORM

Enterprise Policy, Disclosure of Individual User e-Resource Records, defines the state policy concerning eRecords requests. Only Authorizing Officials may approve access and forwarding of electronic communication records. Agency/Organization heads may choose to designate another member of their organization with a direct reporting relationship to themselves to fulfill the obligations of the policy by completing this form. This form is also to be used for the addition or removal of agency requestors. ****MUST be signed by a current Authorizing Official.***

Organization Information

Requestor (Select individuals within the requesting organization who would ensure their organization follows this policy and associated process when requesting information. Usually an Information Resource Manager (IRM) or Director Level and above.)

Name Title

Phone E-Mail

Add Requestor

Remove Requestor

Authorizing Official: (Use this area to add or remove and Authorized Official designee. A designee **MUST** be a direct report to Agency/Organization head.)

Name Title

Add Additional Authorizing Official

Remove Authorizing Official

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>