

# University of Missouri – Kansas City Information Services

## University Internal Electronic Information Search Request Form

This form is to be used for all requests to search records which may include but are not limited to activity logs, transaction logs, E-mail accounts, video security streaming files or other electronic information records, residing on equipment under the management of UMKC Information Services .

The request must be delivered to the office of the Chief Information Officer (CIO). The request will be reviewed by the CIO and forwarded to executive level administrators as defined in the Internal Requests for Electronic Information Policy and classed as approved, denied, or pending action. Approval of the request should not be construed to mean that records requested do exist or are available. The approval is only authorization to search available records, and to report the findings.

Policy Reference: Academic Affairs Policy AA.IS.CS.1

### Requestor Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
University Academic Unit or Department

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Describe the search parameters:

User name, Network address, time range/frame, circumstances, existing copies of E-mail messages in original recipients Mailbox, physical location of personal computer, etc.


# CIO Office:

Received: Time \_\_:\_\_ AM/PM, Date: \_\_\_\_\_, 20\_\_

Reviewed: \_\_\_\_\_ Date \_\_\_\_\_  
Signature, CIO

## Approval

Staff Related Request

\_\_\_\_\_  
Signature, Associate Vice Chancellor –  
Human Resources Date \_\_\_\_\_

Faculty Related Request

\_\_\_\_\_  
Signature, Provost Date \_\_\_\_\_

Student Related Request

\_\_\_\_\_  
Signature, Vice Chancellor for Student Affairs  
And Enrollment Management Date \_\_\_\_\_

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## Action List

Approved

Denied

Pending, Reason: \_\_\_\_\_

Requestor notified of action Date: \_\_\_\_\_

\_\_\_\_\_  
Signature, CIO or Designee Date \_\_\_\_\_

## Information Services Area Supervision

Server Management

\_\_\_\_\_  
Signature, Director, of IS Central Systems      Date

Personal Computer Search

\_\_\_\_\_  
Signature, Director, of IS Support Services      Date

Telephone Records/ Data Network Records

\_\_\_\_\_  
Signature, Director, of IS Telecommunications      Date

Searches Spanning Multiple Systems or Servers

\_\_\_\_\_  
Signature, UMKC Information Security Officer      Date

Video and Environmental monitoring

\_\_\_\_\_  
Signature, Manager, Classroom Technology      Date

