

Instructions: Use this form to comply with the provisions for access to electronic communications records without the consent of the record holder. See UC Electronic Communications Policy, paragraph IV.B, and UC Davis Policy and Procedure Manual Section 310-24, V.B, for instructions and routing.

Name of record holder \_\_\_\_\_

Records sought from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

What records are sought? \_\_\_\_\_

Check one:  Records have not yet been accessed       Records have already been accessed

Attach an explanation of the circumstances that justify access without consent. The explanation must explicitly address one or more of the four circumstances defined in the UC Electronic Communications Policy, IV.B, and Appendices A, B, and C.

- Required by and consistent with law.
- Violation of law or University policy.
- Compelling circumstances that preclude holder's consent.
- Time-dependent, critical operational circumstances.

If records have already been accessed, the attached explanation must note the emergency circumstances, subpoena, or search warrant that justified access in advance of authorization (must explicitly reference one or more of the circumstances described in UC Electronic Communications Policy, IV.B.1, and IV.B.6, and Appendix A).

Requested by:

Signature \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

Is access without consent recommended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Department head _____ or Privacy Officer	Date _____

Has advice of Counsel been sought?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature _____	Date _____

The Provost & Executive Vice Chancellor must consult, in writing, with the Chair of the Academic Senate prior to approving access of the records of faculty as defined in APM 110-4(14).	
Date consulted _____	By _____

Is access without permission approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature _____ Date _____	
Vice Chancellor—Student Affairs (students) or Provost and Executive Vice Chancellor (academic appointees) or Hospital Director (UCDHS) or Vice Chancellor—Finance, Operations, and Administration (staff and other users)	