

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) _____

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

Attach an explanation with the following information:

- The specific records you are requesting.
- The reason you are requesting the records. The reason must explicitly address one or more of the following circumstances:
 - Required by and consistent with law.
 - Violation of law or University policy.
 - Compelling circumstances that preclude holder's consent.
 - Time-dependent, critical operational circumstances.
- The mechanism you will use to access the records.

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 noted above).

Requested by:

Signature _____ Date _____

Department _____

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

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

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| 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 _____ |

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| 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) |