

**Request to Inspect or Disclose Electronic Records—  
Access Without Consent**

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?  Yes  No

Department head \_\_\_\_\_ Date \_\_\_\_\_

or Electronic Information Security Guidelines Coordinator

Has advice of Counsel been sought?  Yes  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?  Yes  No

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

Vice Chancellor—Student Affairs (students) or  
Provost and Executive Vice Chancellor (academic appointees) or  
Hospital Director (UCDHS) or  
Vice Chancellor—Administration (staff and other users)

Original: Authorizing Official

Copy: Department Head; VP-IET

Retain: 3 years