



CONFIDENTIAL REQUEST TO DISCLOSE INDIVIDUAL USER eRESOURCE RECORDS

Enterprise Policy, Disclosure of Individual User eResource Records defines the state policy concerning eResource Records requests. Only Electronic Access Authorizing Officials (see definitions) may request access and forwarding of electronic communication records. For the eResource Records Policy and Request Form, see the DTI Enterprise Standards and Policies page at <https://dti.delaware.gov/information/standards-policies.shtml>.

Email completed form to the Office of the State CIO at erecordsrequest@delaware.gov.

Requester Information

Organization Name Requester Phone

Requester Name Title Email

Contact Person

(DTI will send electronic access instructions to retrieve the requested information to the Contact Person.)

Name Phone Email

Request in Conjunction with (select one):

*Organization Need Legal Hold Complete items below and attach copy Deliver Legal Hold records now?

*FOIA Case Name / Number

Valid Court Order/Subpoena (attach copy) Attorney/DE DAG Name

**Organization Need and FOIA requests do not include e-mail sent to or from Legislative Hall email accounts.*

Atty/DAG Email

Request Detail (If more than one individual, use the search terms/additional information section or a separate attachment to provide the additional name(s) and email information)

User Name Email

Work Location Start Date End Date

eResource Records Requested:

Email Logs	Outlook via Web Access Logs
Proxy Logs (Internet Activity)	Messaging/Skype Conversations
Phone Logs	ServiceNow Information
Voicemail Logs	Document Files and Folders
Firewall Logs (enter/exit the network via a specific IP address)	SSL VPN Logs (Remote access to state networks)

Search Terms/Additional Information (Indicate "See attached document" if providing documentation with this form):

Authorizing Official (The Organization head or their authorized designee)

My signature below authorizes you to provide the records indicated to the individual named as the contact person on this form. I believe this request is required to meet a legal hold, court order/ valid subpoena, FOIA or legitimate state organizational need.

Name

Signature Date